

SECTION 4 - STATEMENT OF DUTIES

		EFFECTIVE DATE OF DOCUMENT Reviewed August 2017	
TITLE Graduate Project Officer		CLASSIFICATION Level 2	OFFICE No. 5GRD201T
BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE.			
Duty No.	Details	Freq	%
<p>1.0</p> <p>1.1</p> <p>1.2</p> <p>1.3</p> <p>2.0</p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>3.0</p> <p>3.1</p>	<p>POSITION CONTEXT STATEMENT The Graduate will work across two portfolios being recreation and regional services – as part of the Strategic Policy and Regional Services Division. The nature of these projects will be varied across these portfolios as far as possible and will embrace key work areas including:</p> <ul style="list-style-type: none"> • Regional services • Recreation; • Participation; • Learning and Development • Professional development • Governance • Grants management • Planning • Innovation and best practice • Club development and volunteers • Event organisation • Policy development/review <p>The Graduate will receive on the job training with Sport and Recreation staff. Formal training will be provided when and if appropriate. An ‘in house’ mentor will be assigned to the Graduate.</p> <p>REGIONAL SERVICE Assists with the delivery of sport and recreation programs and services for the department in the Peel-South West Region.</p> <p>Engages with sport and recreation stakeholders to assist in building the capacity of people and organisations and to increase participation in sport and recreation across the region.</p> <p>Supports projects involving other regions across the State as required.</p> <p>RECREATION Assists with the delivery of programs and services specific to the active recreation sector.</p> <p>Assists with the development and delivery of active recreation programs and promotion of events.</p> <p>Provides assistance in the assessment of funding applications.</p> <p>OTHER Other duties as required.</p>		

SECTION 5 - SELECTION CRITERIA

		EFFECTIVE DATE OF DOCUMENT Reviewed August 2017
TITLE Graduate Project Officer	CLASSIFICATION Level 2	OFFICE No. 5GRD201T
EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE		
<p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. Sound communication skills, including: <ul style="list-style-type: none"> Oral communication and presentation skills. Written communication and report writing. 2. Effective skills in establishing positive relationships with work colleagues and other people, and in working as part of a team. 3. Ability to arrange, schedule and provide for tasks, projects and other activities to be completed successfully. 4. Ability to investigate current and past practices and incorporate them in mapping out innovative and creative future directions. 5. Relevant degree e.g. Sports Management, Business Management, Event, Sport and Recreation Management, Human Movement, Sports Science; Leisure Sciences, Town Planning, Built Environment, Commerce . <p>DESIRABLE</p> <ol style="list-style-type: none"> 1. Evidence of practical experience in the sport and recreation industry, such as work experience, university practicum or volunteer work. 2. Understanding and demonstrated knowledge of issues relating to successful development of sport and recreation organisations. 3. Knowledge of Western Australia and national sport and recreation sectors, and the issues and trends affecting them. 		

