## DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES JOB DESCRIPTION FORM

## **SECTION 1 - OFFICE IDENTIFICATION**

SPORT AND RECREATION, A DIVISION OF DLGSC

DIVISION Strategic Policy & Regional Services

**Regional Services** 

SECTION South West

BRANCH

TION		EFFECTIVE DATE OF
		DOCUMENT
		Reviewed
		August 2017
OF	CLASSIFICATION	OFFICE No.
	Level 2	5GRD201T
vices	TITLE Graduate Project Officer	
	CONDITIONS OF EMPLOYMENT	
	This is a position histed through South We Sport and Recreation for a 12 month fixed	

## **SECTION 2 - REPORTING RELATIONSHIPS**

Title	Manager Regional Services	
Classification	LEVEL 8	

Responsible to

Regional Manager Peel/South West	Other offices reporting directly to this office.
LEVEL 7	Title & Classification:
Responsible to	
THIS OFFICE	

	Offices under <u>direct</u> responsibility	
Title NIL	Classification	Number of FTE's Supervised and controlled: NIL
SECTION 3 - KEY	Y RESPONSIBILITIES	

State BRIEFLY the key responsibilities or prime functions of the job.

To contribute to the development and support of a range of initiatives and programs that build the capacity of organisations and people, resulting in increased participation in sport and recreation by Western Australians.

Classification						
Assessment						

	4 - STATEMENT OF DUTIES		EFFECTIVE DAT DOCUMEN Reviewed August 2017	Г
TITLE		CLASSIFICATION	OFFICE No.	
	Graduate Project Officer	Level 2	5GRD201T	
	IEF SUMMARY OF DUTIES TO BE PERFORMED LISTE	ED IN DESCENDING ORDER	OF IMPORTANCE.	
	Details		Fre	eq %
1.0       1.1         1.2       1.3         2.0       2.1         2.1       F         2.2       A         3.0       3.1	Details POSITION CONTEXT STATEMENT The Graduate will work across two portfolios being of the Strategic Policy and Regional Services Divis varied across these portfolios as far as possible and Regional services Recreation; Participation; Learning and Development Governance Grants management Planning Innovation and best practice Club development and volunteers Event organisation Policy development/review The Graduate will receive on the job training with S will be provided when and if appropriate. An 'in Graduate. REGIONAL SERVICE Assists with the delivery of sport and recreation pro he Peel-South West Region. Engages with sport and recreation stakeholders to and organisations and to increase participation in sp Supports projects involving other regions across the RECREATION Assists with the delivery of programs and services s Assists with the delivery of programs and s	sion. The nature of these p will embrace key work area opport and Recreation staff. I house' mentor will be as ograms and services for the o assist in building the capa ort and recreation across the state as required. pecific to the active recreation recreation programs and	vices – as part projects will be as including: =ormal training ssigned to the department in acity of people he region.	eq %

SECT	ION 5 - SELECTION CRITERIA	EFFECTIVE DATE OF DOCUMENT			
			Reviewed		
TITLE		CLASSIFICATION	August 2017 OFFICE No.		
	Graduate Project Officer	Level 2	5GRD201T		
	EACH CRITERION TO SPECIFY WH	ETHER ESSENTIAL OR DESIRAB	LE		
ESSE	ITIAL				
1.	Sound communication skills, including:				
	Oral communication and presentation skills Written communication and report writing.				
2.	Effective skills in establishing positive relationships part of a team.	with work colleagues and othe	r people, and in working as		
3.	Ability to arrange, schedule and provide for tasks, p	rojects and other activities to be	e completed successfully.		
4.	Ability to investigate current and past practices and future directions.	d incorporate them in mapping	out innovative and creative		
5.		Management, Human Movement, Sports Science; Leisure Sciences, Town Planning, Built Environment,			
DESIR	ABLE				
1.	Evidence of practical experience in the sport and re practicum or volunteer work.	creation industry, such as work	experience, university		
2.	Understanding and demonstrated knowledge of recreation organisations.	issues relating to successful	development of sport and		
3.	Knowledge of Western Australia and national sport them.	and recreation sectors, and the	issues and trends affecting		

SECTION 6 - APPOINTMENT FACTORS	EFFECTIVE DATE OF DOCUMENT Reviewed August 2017		
TITLE	CLASSIFICATION	OFFICE No.	
Graduate Project Officer	Level 2	5GRD201T	
LOCATION AND ACCOMMODATION State location of the position. If accommodation is available give details such as departmental/G.E.H.A., free/rental, etc.	requi	occupant of this position is red to reside within the region vithin 50kms of the Bunbury Office.	
	ACCOMMODATION N/A		
ALLOWANCES/SPECIAL CONDITIONS State Allowances and conditions applicable	Consent for Sport and Recre police check will be required employment, as per <b>Sport a</b> <b>Employment Suitability Ch</b> Should a project require, a V (WWC) will also be sought.	prior to commencement of nd Recreation teck Policy.	
SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.	<ul> <li>A Class driver's licence</li> <li>Competence in commonly applications, particularly s processing applications.</li> </ul>	vused personal computing preadsheet and word	

## **SECTION 7 - CERTIFICATION**

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

	<b>BRANCH/DIVISION HEAD</b>		CEO
SIGNATURE		SIGNATURE	
DATE		DATE _	

(ii) As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED	DATE

FILE TBC