



## SECTION 4 - STATEMENT OF DUTIES

EFFECTIVE DATE OF DOCUMENT  
07/09/2017

TITLE	CLASSIFICATION	OFFICE No.	
Manager	Level 6	5RPIL61P	
<b>BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE.</b>			
Duty No.	Details	Freq	%
<b>1.0</b>	<b>LEADERSHIP AND MANAGEMENT</b>		
1.1	Develops regional, district and local level strategic partnerships with other Government departments, local government and community groups to lead development of optimum community sport and recreation, facilities planning and service delivery in the Pilbara region.		
1.2	Contributes to the Department's strategic planning process.		
1.3	Manages the Pilbara office in an efficient and effective manner, including personnel, administration and financial management responsibilities.		
1.4	Leads the implementation of strategies for the Pilbara region that promotes the benefits of physical activity within the community.		
1.5	Leads organisational development of sport and recreation bodies in particular in terms of effective governance, planning processes, use of technology, sport development, diversity of funding etc.		
1.6	Responsible for the identification, documentation and management of business risks for sport and recreation in the Pilbara region.		
<b>2.0</b>	<b>PLANNING IMPLEMENTATION</b>		
2.1	Investigates and reports on sport and recreation planning and service delivery issues and shares information with other regions and provides specialist advice to appropriate Government agencies, local authorities, consultants, the private sector and community groups at a local level.		
2.2	Develops and implements the annual operational plan for the Pilbara region (in the context of the Strategic Intent document and outcomes of the Regional Coordinator's negotiations across the agency).		
2.3	Responsible for the achievement of the Department's objectives in Pilbara through the effective use of allocated resources.		
2.4	Identifies and seeks opportunities to participate as part of core community planning teams.		
<b>3.0</b>	<b>CUSTOMER FOCUS</b>		
3.1	Negotiates and liaises at a regional, district and local level with Government agencies, local authorities, consultants, the private sector and community groups.		
3.2	Networks with external stakeholders and other government departments at a regional, district and local level.		
3.3	Represents the Department at a regional level on appropriate internal, government and community group Boards and Committees.		
<b>4.0</b>	<b>PROJECT MANAGEMENT</b>		
4.1	Undertakes projects on sport and recreation planning and service delivery issues (within the Pilbara region and joint venture with other regions) as appropriate.		
<b>5.0</b>	<b>OTHER DUTIES</b>		
5.	Other duties as directed		

FREQUENCY: D-Daily; W-Weekly; F-Fortnightly; M-Monthly; O-Occasionally or as required; A-Annually.

**SECTION 5 - SELECTION CRITERIA**EFFECTIVE DATE OF  
DOCUMENT  
07/09/2017

TITLE Manager	CLASSIFICATION Level 6	OFFICE NO. 5RPIL61P
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EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE

**ESSENTIAL**

1. Ability to communicate openly and effectively and build good working relationships with people at all levels.
2. Proven experience and demonstrated outcomes in leading and developing a team to meet agency objectives, through effective human resources and financial management practices.
3. Highly developed conceptual and analytical skills and experience.
4. Understanding of contemporary issues in community sport and recreation, facilities planning and service delivery
5. Demonstrated experience in relationship building at a regional level with key decision makers eg other government agencies, local government or community groups in community sport, recreation and facilities planning and service delivery, to develop strategic partnerships.

## SECTION 6 - APPOINTMENT FACTORS

		EFFECTIVE DATE OF DOCUMENT 07/09/2017
TITLE Manager	CLASSIFICATION Level 6	OFFICE No. 5RPIL61P
LOCATION AND ACCOMMODATION State location of the position. If accommodation is available give details such as departmental/G.E.H.A., free/rental, etc.	LOCATION  ACCOMMODATION	The Manager of this position is required to reside within the region and within 50kms of the Karratha Post Office.  Initial appointment to Karratha, however the occupant is subject to relocation after a period of 3 years  Karratha - by negotiation (dependent on availability). Note: any offer of GEHA housing is subject to signing a Tenancy Agreement
ALLOWANCES/SPECIAL CONDITIONS State Allowances and conditions applicable	Some out of hours work may be required. Some travel away from home base may be required.  <b>A current National Police Certificate will be required prior to commencement of employment, as per DSR Police Check Policy.</b>	
SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.	<ul style="list-style-type: none"> <li>• C Class drivers licence</li> <li>• Competence in commonly used personal computing applications, particularly word processing and spreadsheet applications.</li> </ul>	

## SECTION 7 - CERTIFICATION

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

**BRANCH/DIVISION HEAD**

**DIRECTOR GENERAL**

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