

2004/0675

EFFECTIVE DATE OF DOCUMENT January 2018	OFFICE No.
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CLASSIFICATION	OFFICE No.
Level 2	5RPIL21P
TITLE Regional Administration Officer (0.8 FTE)	
CONDITIONS OF EMPLOYMENT	
Public Service Award 1992 and relevant Agreement	

Title	MANAGER - REGIONAL SERVICES
Classification	LEVEL 8

Title	REGIONAL MANAGER – PILBARA
Classification	LEVEL 6

THIS OFFICE

Title & Classification:
REGIONAL OFFICER (incl ABORIGINAL
SERVICES) – Level 4

Offices under <u>direct</u> responsibility		
Title	Classification	Number of FTE's Supervised and controlled:
NIL		

<p>Responds to public enquiries regarding the Department's planning and service delivery in the Pilbara region.</p> <p>Provides administrative support and assists with the day-to-day operations of the Pilbara Office.</p> <p>Undertakes basic project work.</p>
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SECTION 4 - STATEMENT OF DUTIES

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TITLE Regional Administration Officer		CLASSIFICATION Level 2	OFFICE No. 5RPIL21P	
BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE.				
Duty No.	Details		Freq	%
1.0	CUSTOMER FOCUS			35%
1.1	Responds to public enquiries regarding the Department's planning and service delivery in the Pilbara region, including sport and recreation programs, community and sporting facilities, athlete and club support, etc .. etc		D	
1.2	Provides positive and responsive assistance to the public, other Government departments, and local government and community groups in the absence of the Regional Manager and/or Regional Officer.		D	30%
2.0	ADMINISTRATION			30%
2.1	Provides administrative support and assists with the day-to-day operations of the Pilbara Office.		D	
2.2	Attends to routine office correspondence.		D	
2.3	Maintains the office filing system.		D	
2.4	Processes all office accounts and maintains appropriate financial records.		D	
2.5	Processes all Pilbara regions grant applications.			
3.0	PROJECT WORK		O	5%
3.1	Undertakes basic project work on sport and recreation planning and service delivery issues as appropriate.			
4.0	OTHER DUTIES			
4.1	Other duties as directed.			

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

SECTION 5 - SELECTION CRITERIA

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TITLE

Regional Administration Officer

CLASSIFICATION

Level 2

OFFICE NO.

5RPIL21P

EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE

ESSENTIAL

1. Strong customer service and communication/interpersonal skills for dealing with general enquiries from the public and other government departments, local government or community groups.
2. Well-developed organisational and time management skills and experience.
3. Ability to work in a team environment with minimal supervision.
4. Demonstrated outcomes of the ability to use initiative to resolve issues / problems.
5. Demonstrated experience in office procedures.
6. Demonstrated experience in using Microsoft Office,

DESIRABLE

1. Pilbara regional knowledge.

SECTION 6 - APPOINTMENT FACTORS		EFFECTIVE DATE OF DOCUMENT January 2018
TITLE Regional Administration Officer	CLASSIFICATION Level 2	OFFICE No. 5RPIL21P
LOCATION AND ACCOMMODATION State location of the position. If accommodation is available give details such as departmental/G.R.O.H. , free/rental, etc.	LOCATION The occupant of this position is required to reside within the region and within 50kms of the Karratha Post Office. ACCOMMODATION No department assistance is provided for accommodation	
ALLOWANCES/SPECIAL CONDITIONS State Allowances and conditions applicable	Some travel away from home base may be required Some out of hours work may be required. Employment Suitability Checks: Consent for DLGSC to conduct an online police check will be required prior to commencement of employment, as per DLGSC Employment Suitability Check Policy.	
SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.	<ul style="list-style-type: none"> C Class drivers licence Competence in commonly used personal computing applications, particularly word processing and spreadsheet applications. 	

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SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.	<ul style="list-style-type: none"> C Class drivers licence Competence in commonly used personal computing applications, particularly word processing and spreadsheet applications. 	

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.

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