



## SECTION 4 - STATEMENT OF DUTIES

EFFECTIVE DATE OF  
DOCUMENT  
Revised  
Sep 2012

TITLE	CLASSIFICATION	OFFICE No.	
Regional Officer - Wheatbelt	Level 4	4RWBT42P	
BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE.			
Duty No.	Details	Freq	%
<b>1.0</b>	<b>LEADERSHIP AND MANAGEMENT</b>		
1.1	Assists with the development of regional and local strategic partnerships with other Government departments, local government and community groups to lead development of facilities and service planning and delivery in the Wheatbelt region.		
1.2	Assists with the management of the Wheatbelt office in an efficient and effective manner, including day-to-day operations and financial management responsibilities.		
1.3	Assists with the implementation of strategies for the Wheatbelt region that leads the promotion of the benefits of physical activity within the community		
1.4	Assists with the 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.		
<b>2.0</b>	<b>PLANNING IMPLEMENTATION</b>		
2.1	Assists in the investigation and reporting on sport and recreation planning and service delivery issues (including infrastructure) and liaises with appropriate Government agencies, local authorities, consultants, the private sector and community groups at a local level.		
2.2	Assists with the development and implementation of the annual operational plan for the Wheatbelt region.		
<b>3.0</b>	<b>CUSTOMER FOCUS</b>		
3.1	Liaises at a regional 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 and local level.		
3.3	Represents the Department at a regional and local level on appropriate internal, government and community group Boards and Committees.		
<b>4.0</b>	<b>PROJECT WORK</b>		
4.1	Undertakes project work on sport and recreation planning and service delivery issues (within the Wheatbelt region and joint venture with other regions) as appropriate.		
<b>5.0</b>	<b>OTHER DUTIES</b>		
5.1	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 Officer - Wheatbelt	CLASSIFICATION Level 4	OFFICE NO. 4RWBT42P
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EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE

### ESSENTIAL

1. Ability to communicate openly and effectively, work independently and build good working relationships.
2. Demonstrated outcomes of proven negotiation and facilitation including the ability to provide innovative solutions to complex problems.
3. Demonstrated outcomes of proven project management skills and experience including presentation and evaluation of programs and events and financial budgeting skills and experience.
4. Understanding of contemporary issues in sport and recreation being faced in WA and in particular the Wheatbelt region; with respect to provision of facility planning and service delivery.
5. Demonstrated experience in relationship building and partnership creation at a community level with other state government agencies, local government or community groups in sport and recreation facilities and recreational planning and service delivery.

### DESIRABLE

1. Knowledge of contemporary issues pertinent to sport and recreational infrastructure and planning.
2. Knowledge and experience in assessing and managing grants.
3. Understanding of funding opportunities available through the Department of Sport and Recreation.

For information regarding the CSRFF process, please see the DSR website: [www.dsr.wa.gov.au](http://www.dsr.wa.gov.au)

## SECTION 6 - APPOINTMENT FACTORS

		EFFECTIVE DATE OF DOCUMENT Revised Sep 2012
TITLE Regional Officer - Wheatbelt	CLASSIFICATION Level 4	OFFICE No. 5RWBT42P
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 The Regional Officer is required to reside within 50kms of the Northam Post Office.	
	ACCOMMODATION N/A	
ALLOWANCES/SPECIAL CONDITIONS State Allowances and conditions applicable	<p>The Regional Officer is required to work a minimum of one day/week from the Narrogin office.</p> <p>Some out of hours work may be required. Some travel away from home base may be required.</p> <p><b>As per DSR Police Employment Suitability Checks policy:</b></p> <ul style="list-style-type: none"> <li>o <b>A National Police Certificate will be required prior to commencement of employment.</b></li> </ul>	
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