

POSITION DETAILS

Position Title

Regional Officer

Position Number

14073

Classification Level

Level 4

Award/Agreement

Public Service Award 1992 /
Public Service and Government Officers
General Agreement 2017

Division/Directorate

Planning and Service Delivery; Sport and
Recreation

Branch/Section

Regional Services

Physical Location

Northam (1 day per week in Narrogin)

Effective Date

9/10/2018

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

14064 – Regional Manager Wheatbelt – Level 6

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Assists with the development of regional and local level partnerships with other Government departments, local government and community groups to lead the development of facilities and service planning and delivery in the Wheatbelt region. Networks, negotiates and liaises at a regional and local strategic level with external stakeholders. Undertakes project work on sport and recreation planning and service delivery issues.

ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION	VISION	VALUES
Enlivened and successful communities and economy	To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences	Vision Excellence Diversity Leadership Integrity

DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. LEADERSHIP AND MANAGEMENT

- 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 grant 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.

2. PLANNING IMPLEMENTATION

- 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 regional plan for the Wheatbelt region.

3. CUSTOMER FOCUS

- 3.1 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, district and local level on appropriate internal, government and community group Boards and Committees.

4. PROJECT WORK

- 4.1 Undertakes project work related to indigenous sport and recreation planning and service delivery issues (within the Wheatbelt region and joint venture with other regions) as appropriate.

5. OTHER DUTIES

- 5.1 Other duties as directed.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: 'C' Class drivers licence

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

Essential

1. Ability to communicate openly and effectively 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.
6. 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

Nil.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- The Regional Officer will be required to work a minimum of one day per week from the Narrogin office.
- Some out of hours work may be required.
- Some travel away from home base may be required.
- As per DSR Employment Suitability Check Policy:
Permission to conduct a National Police clearance will be required prior to commencement of employment.
- Competence in commonly used personal computing applications, particularly word processing and spreadsheet applications.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's AEDM within six months of appointment

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

.....
Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

.....
Employee Signature

Date (DD/MM/YYYY)

REGISTERED

DEPARTMENT OF LOCAL
GOVERNMENT, SPORT AND CULTURAL
INDUSTRIES

Initials: BP

Date: 27.02.2019