



POSITION DETAILS

Position Title

Executive Officer – Combat Sports

Position Number

14381

Classification Level

Level 6

Award/Agreement

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

Division/Directorate

Local Government, Liquor and Gambling
Regulation

Branch/Section

Legislation and Regulatory Support

Physical Location

140 William Street, Perth

Effective Date

7/01/2019

Employment Type

Fixed-Term

Full time

REPORTING RELATIONSHIPS

Position reports to

Director Strategic Regulation - 13981

Positions reporting to this position

Compliance and Client Services Officer
– Level 5
Administration Officer – Combat Sport
- Level 3

PURPOSE OF THE POSITION

Provide executive support services to the Combat Sports Commission.



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. COMBAT SPORTS COMMISSION

- 1.1 Provide executive support services to the Combat Sports Commission.
- 1.2 Provide authoritative advice on the interpretation and implementation of combat sport legislation.
- 1.3 Provide advice, reports and recommendations on matters affecting industry participation and industry promotions/events.
- 1.4 Develop and implement processes to provide for the proper registration of contestants and industry participants.
- 1.5 Ensure compliance of all combat sport promotions and events with statutory obligations.
- 1.6 Monitor and review the effectiveness of legislative and subordinate mechanisms to ensure compliance.

2. CONSULTATION AND LEADERSHIP

- 2.1 Provides leadership and expert advice to strategic partners including Government agencies and industry stakeholders on significant issues facing the combat sports industry.
- 2.2 Consults with local, interstate and international combat sport industry participants and stakeholders to promote governance and organisation development.

3. POLICY, PLANNING AND DEVELOPMENT

- 3.1 Leads the strategic planning and development of a policy framework for the combat sports industry in Western Australia.
- 3.2 Undertakes the development, implementation and review of Commission and cross-agency policy and projects.
- 3.3 Develops and maintains the Commission's Risk Management System including risk assessment, management and reporting.

4. OTHER

- 4.1 Other duties as required.

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:

- Working with Children Check
- 'C' Class driver's 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. Demonstrated experience developing and implementing policy advice, preferably to a governance Board.
2. Well developed strategic planning and management ability.
3. Strong negotiation skills and ability to liaise effectively with a range of clients.
4. Effective leadership skills.

Desirable

1. Sound working knowledge of the combat sports industry and the issues and trends affecting its operation in Western Australia



ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- A current National Police Certificate will be required prior to commencement of employment, as per DSR Police Check Policy.
- The occupant of this position will be required to be available for out of hours work and possible intrastate travel.
- Competence in commonly used personal computing applications, particularly spreadsheet and word processing 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 eg. duties required to undertake the role

CERTIFICATION

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

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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.

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Employee Signature

Date (DD/MM/YYYY)

REGISTERED
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES
Initials: BP
Date: 13.06.2019