



POSITION DETAILS

Position Title

Manager, Research, Policy and Evaluation

Position Number

10758

Classification Level

Level 7

Award/Agreement

PSGO CSA 2017

Division/Directorate

Culture and the Arts (WA) division

Branch/Section

Research, Policy and Evaluation

Physical Location

140 William Street, Perth

Effective Date

1/07/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

14519 – Director, Investment, Research and Policy
– Level 8

Positions reporting to this position

13187 – Online Grants Manager – Level 6
13566 – Policy and Research Officer – Level 5
14369 – Policy and Research Officer – Level 5
10745 – Policy and Research Officer – Level 5

PURPOSE OF THE POSITION

Manages the provision of high-level strategic support, research, advice, policy, investment processes and information to inform and promote the Department of Local Government, Sport and Cultural Industries (DLGSC) policies, programs and services.

ABOUT THE DEPARTMENT

The DLGSC facilitates lively communities, the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION

**Enlivened and successful
communities and economy**

VISION

**To facilitate lively communities and
economy and the offering of outstanding
and inclusive sporting and cultural
experiences**

VALUES

**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 the 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. Assists the Director in the development, implementation and evaluation of the Division's strategic, business and operational plans within the overall DLGSC strategic objectives.
2. Leads the development, implementation and evaluation of the strategic objectives in line with the Division's/DLGSC's strategic and operational planning requirements.
3. Manages the provision of high-level strategic support, research, advice and information to inform and promote the Division's policies, programs and services.
4. Manages the operations, including staff development, effective use of resources and high-quality service delivery.
5. Attends to relevant Ministerial briefings, correspondence, reports and speeches as required.
6. Provides senior management advice, analysis and representation in relation to DLGSC, portfolio organisations, other government committees, reviews and inquiries.
7. Maintains effective liaison with state, Australian and local government departments and the private and non-government sectors on culture and the arts.
8. Participates as a member of the Division's senior management team and along with other members, maintains a constructive and collegiate discipline within the team.
9. Maintains a knowledge and awareness of changes and developments in government and culture and the arts in Western Australia, as well as in the national and international arenas, in order to maximise culture and arts opportunities and outcomes for Western Australia.
10. Other duties as required with respect to the skills, knowledge and abilities of the employee.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with DLGSC'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: e.g. qualifications, licences

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. Role Specific Requirements

- Demonstrated experience in developing outcome based policy, research, reviews and evaluation
- High level people and project management skills in delivering projects and negotiating quality outcomes within challenging timelines
- High level understanding and experience of program delivery and grant management systems, particularly for the culture and the arts sector

2. Shapes and Manages Strategy

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

3. Achieves Results

- Builds organisational skill and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Delivers intended results

4. Builds Productive Relationship

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people

5. Exemplifies personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- Engages with risk and show personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and commitment to personal development

6. Communicates and Influences Effectively
 - Communicates clearly
 - Listens, understands and adapts to audience
 - Negotiates persuasively

Desirable

1. Tertiary qualification in an appropriate discipline.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- A current (within six months) National Police Clearance Certificate will be required.

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 Accountable and Ethical Decision Making training within six months of appointment e.g. 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: KC	Date: 11.09.2019