

POSITION DETAILS

Position Title

Project Officer

Position Number

10720

Classification Level

Level 3

Award/Agreement

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

Division/Directorate

Infrastructure

Branch/Section

Sport and Recreation Infrastructure

Physical Location

246 Vincent Street, Leederville

Effective Date

2/10/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

14168 – Manager Community Infrastructure
Grants – Level 6

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Supports and assists the Sport and Recreation Infrastructure section in relation to grants administration. The position is responsible for database administration, generating correspondence, processing of grant payments and grant acquittals and financial reporting.



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

To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

VISION

Creating a vibrant, inclusive and connected WA community.

VALUES

**Customer Focused
Responsive
Respectful
Accountable
Innovative**

DLGSC Objectives

- Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
- Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State's cultural diversity
- Contribute to the wellbeing of the community through effective regulation
- Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
- Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places.

DLGSC Approach

We will achieve this by:

- Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
- Being efficient, effective and responsive through an agile and flexible workforce
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of whole-of-State Government targets
- Using evidence based information to develop community focused engagement and partnerships

DUTIES OF THE POSITION

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

1. Grant Management

- 1.1. Assists the with the operation of the Community Sporting and Recreation Facilities Fund program and other sport and recreation community infrastructure investment.
- 1.2. Inputs and updates all information in the grants system pertaining to sport and recreation community infrastructure investment.
- 1.3. Prepares documentation including guidelines, templates and application and acquittal forms.
- 1.4. Prepares and processes payments and acquittals for all sport and recreation community infrastructure investment grants.
- 1.5. Assists in preparing correspondence relating to sport and recreation community infrastructure investment.
- 1.6. Coordinates grant rounds including advertising, ensuring applicants adhere to eligibility requirements and provide all required documentation due application stages.

2. Advice

- 2.1. Provides advice to local government and not for profit organisations regarding infrastructure funding programs.
- 2.2. Provides sport and recreation infrastructure planning advice to local government and not for profit organisations.
- 2.3. Assists in the development of briefing notes for the Minister for Sport and Recreation regarding sport and recreation community infrastructure.
- 2.4. Assists in the planning and delivery of seminars.

3. Other

- 3.1. Undertakes 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: 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. Shapes and Manages Strategy**
 - Understands business values and objectives and can explain how they are relevant to their work. Works under direct supervision to meet timelines and priorities.
- 2. Achieves Results**
 - Applies and develops capabilities to meet performance expectations, demonstrates knowledge of new programs, products or services relevant to the position. Sees tasks through to completion.
- 3. Builds Productive Relationship**
 - Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service
- 4. Exemplifies personal integrity and self-awareness**
 - Provides accurate information, checks and confirms accuracy prior to release. Agrees on performance levels with supervisor, seeks supervisor feedback and responds to guidance
- 5. Communicates and Influences Effectively**
 - Listens and asks questions to ensure understanding, checks own communication has been understood.

Desirable

1. Nil



ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- Some out of hours work may be required.
- A current National Police Certificate (last 12 months) will be required prior to commencement of employment, as per DSR Police Clearance Policy.

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 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: KC
Date: 29.10.2019