



POSITION DETAILS

Position Title

Strategy and Reporting Officer

Position Number

13606

Classification Level

Level 4

Award/Agreement

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

Division/Directorate

Office of the Director General

Branch/Section**Physical Location**

Leederville and Perth offices

Effective Date

18/10/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

Manager, Office of the Director General – Level 7

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Facilitates the achievement of business objectives within a team environment through undertaking functions associated with the Office of the Director General.



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. Achieves business objectives within a team environment through undertaking functions associated with the Office of the Director General
2. Provides executive support to the Director General and Assistant Director General associated with Office of Director General functions
3. Facilitates the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
5. Develops and implements Executive policy initiatives, project work and related activities and monitors and provides progress reports on initiatives and activities.
6. Prepares and delivers a range of written materials for identified stakeholders.
7. Liaises with various internal and external stakeholders to provide and receive information as required.
9. Actively participates in on-the-job and other learning and development activities.
10. Performs other duties as required with respect to the skills, knowledge and abilities of the employee.

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: Nil

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**
Demonstrated research skills including conceptual, analytical and problem solving ability.
- 2. Shapes and Manages Strategy**
Ability to research, analyse and make evidence-based recommendations whilst anticipating potential risks to the Department.
- 3. Achieves Results**
Sound organisational and prioritising skills with the ability to meet performance expectations.
- 4. Builds Productive Relationships**
Ability to develop and maintain productive relationships, including liaising and consulting with a variety of individuals. Ability to work effectively in a team environment.
- 5. Exemplifies Personal Integrity and Self-awareness**
Ability to demonstrate public service professionalism by ensuring position objectives are met with a commitment to continuous personal development.
- 6. Communicates and Influences Effectively**
Well developed communication skills, including the ability to adapt messages to suit the intended audience and negotiate confidently.

Desirable

1. Broad knowledge of government operations, priorities, protocols and processes.
2. Degree qualification with good academic standing.



ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- A current (within six months) National Police Clearance Certificate is 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 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: 18.10.2019