

POSITION DETAILS

Position Title

Regional Support Officer

Position Number

14085

Classification Level

Level 2

Award/Agreement

Public Service Award 1992 /
Public Service and Government Officers
General Agreement 2019

Division/Directorate

Planning and Service Delivery; Sport and
Recreation

Branch/Section

Regional Services

Physical Location

Geraldton

Effective Date

1/11/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

14068 – Regional Manager Midwest/Gascoyne –
Level 6

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Responds to public enquiries regarding the Department's planning and service delivery in the Midwest/Gascoyne region.

Provides administrative support and assists with the day-to-day operations of the Midwest/Gascoyne Office.

Undertakes basic project work.



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. CUSTOMER FOCUS

- 1.1 Responds to public enquiries regarding the Department's planning and service delivery in the Midwest/Gascoyne region.
- 1.2 Provides positive and responsive assistance to the public, other Government departments, local government and community groups in the absence of the Manager and Regional Officer.

2. ADMINISTRATION

- 2.1 Provides administrative support and assists with the day-to-day operations of the Midwest/Gascoyne Office.
- 2.2 Attends to routine office correspondence.
- 2.3 Maintains the office filing system.
- 2.4 Processes all office accounts and maintains appropriate financial records.
- 2.5 Processes all Midwest/Gascoyne region grant applications

3. PROJECT WORK

- 3.1 Undertakes basic project work on sport and recreation planning and service delivery issues as appropriate.

4. OTHER DUTIES

- 4.1 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. Strong customer service and communication/interpersonal skills for dealing with general enquiries from the public and other government departments, local government or community groups.
2. Well-developed organisational and time management skills and experience.
3. Ability to work in a team environment with minimal supervision.
4. Demonstrated outcomes of the ability to use initiative to resolve issues / problems.
5. Demonstrated experience in office procedures.

Desirable

1. Nil.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- Some travel away from home base may be required.
- A current National Police Certificate will be required prior to commencement of employment, as per DLGSC Police Check Policy.
- 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.

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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: RF	Date: 11.11.2019