

POSITION DETAILS

Position Title

Project Officer Peel

Position Number

14082

Classification Level

Level 3

Award/Agreement

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

Division/Directorate

Planning and Service Delivery; Sport and
Recreation

Branch/Section

Regional Services

Physical Location

Mandurah

Effective Date

26/06/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

14070 – Regional Manager Peel/South West –
Level 7

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

To support the development and implementation of sport and recreation projects that lead to greater community participation in the Peel region.



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. COMMUNITY ENGAGEMENT
 - 1.1 Assists in the development and implementation of strategies and projects to promote greater participation in active sport and recreation.
 - 1.2 Assists the community to develop inclusive sport and recreation environments.
2. PARTICIPATION
 - 2.1 Supports the development of partnerships with service agencies and community groups to enhance participation in sport and recreation.
 - 2.2 Consults with community, industry and service delivery agencies in the development and implementation of relevant projects as required.
 - 2.3 Supports community initiated projects that increase participation in physical activity in target groups.
3. CUSTOMER FOCUS
 - 3.1 Liaises at a regional, district and local level with Government agencies, local authorities, consultants, the private sector and community groups.
 - 3.2 Networks with external stakeholders and other government departments at a regional, district and local level.
 - 3.3 Represents the DLGSC on appropriate internal, government and community group committees.
4. PROJECT WORK
 - 4.1 Undertakes project work on sport and recreation planning and service delivery issues (within the South West region and joint venture with other regions) as appropriate.
5. ADMINISTRATION AND MANAGEMENT
 - 5.1 Assists the Regional Manager and Regional Officer with the coordination of operations and identified major projects within the Regional Team.
 - 5.2 Prepares and administers project and grant reporting requirements for relevant regional grants.
6. OTHER DUTIES
 - 6.1 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. Ability to communicate effectively and build good working relationships, particularly with community organizations and other agencies involved in sport and recreation.
2. Demonstrated outcomes in the ability to use negotiation, facilitation and problem solving skills.
3. Well developed organizational and time management skills, including the ability to plan and evaluate projects and grants.
4. Understanding of contemporary trends and issues in sport and recreation facilities and recreational planning and service delivery

Desirable

1. Experience in assisting strategies that support community inclusion.
2. Relevant educational qualifications.



ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- Some out of hours work may be required.
- Consent for DLGSC to conduct an online police check will be required prior to commencement of employment, as per DLGSC Employment Suitability 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 Accountable and Ethical Decision Making training 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: KC	Date: 03.12.2019