



POSITION DETAILS

Position Title

Regional Officer – Gascoyne

Position Number

5RGAS41P

Classification Level

Level 4

Award/Agreement

PSGOGA

Division/Directorate

Strategic Policy and Regional Services

Branch/Section

Regions

Physical Location

15 Stuart Street Carnarvon WA 6701

Effective Date

21/06/2018

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

Regional Manager Mid-West Gascoyne –
Level 6

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

This position delivers the operational level activities and stakeholder liaison under the direction of the Regional Manager, Mid-West/Gascoyne. It requires engagement with local and regional stakeholders to support sport and recreation service delivery requirements across the Gascoyne, with a particular focus on Aboriginal populations.



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	VISION	VALUES
Enlivened and successful communities and economy	To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences	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 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. Develop and coordinate regional and local partnerships with other Government department, local government and community groups to ensure the development of optimum facilities, service planning and program delivery in the Gascoyne region, with a particular focus on Aboriginal populations.
2. Assists local stakeholders in accessing funding through Department of Local Government, Sport and Cultural Industries and other funding bodies.
3. Implements strategies for the Gascoyne region that lead the promotion of the benefits of sport and recreation within the community, with a particular focus on Aboriginal populations.
4. Assists in the analysis of and reporting on sport and recreation planning and service delivery issues and liaises with appropriate Government agencies, local authorities, the private sector and community groups at a local level as required.
5. Assists sport and recreation bodies increase their capacity and capability through the coordination of organisational and people development initiatives.
6. Works with regional and local stakeholders to increase participation opportunities, with a particular focus on Aboriginal populations.
7. Undertakes project work related to Aboriginal sport and recreation planning and service delivery as required.
8. Provides local support to the department's regional projects as required by Management.
9. Other duties as required with respect to the skills and ability 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: 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. Ability to communicate openly and effectively.
2. Demonstrated outcomes of proven negotiation, facilitation and problem solving skills and experience.
3. Demonstrated outcomes of proven project management skills and experience.
4. Demonstrated ability to work with Aboriginal people and community groups.
5. Understanding of contemporary issues in sport and recreation facilities, planning and service delivery, in particular those affecting the Gascoyne Region.
6. Demonstrated experience in relationship building and partnership management with state government agencies, local government and community groups to achieve desired outcomes.

Desirable

Nil

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- A current National Police Clearance Certificate will be required.
- The occupant of this position is required to reside within the region and within 50kms of the Carnarvon Post Office.

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 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)