



## POSITION DETAILS

**Position Title**

Regional Administration Officer

**Position Number**

14079

**Classification Level**

Level 2

**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**

Pilbara

**Effective Date**

5/10/2018

**Employment Type**

Permanent

Part time

## REPORTING RELATIONSHIPS

**Position reports to**

14069 – Regional Manager Pilbara – 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 Pilbara region.

Provides administrative support and assists with the day-to-day operations of the Pilbara 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

**Enlivened and successful  
communities and economy**

### VISION

**To facilitate lively communities and  
economy and the offering of outstanding  
and inclusive sporting and cultural  
experiences**

### VALUES

**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. CUSTOMER FOCUS

- 1.1 Responds to public enquiries regarding the Department's planning and service delivery in the Pilbara region, including sport and recreation programs, community and sporting facilities, athlete and club support, etc.
- 1.2 Provides positive and responsive assistance to the public, other Government departments, and local government and community groups in the absence of the Regional Manager and/or Regional Officer.

### 2. ADMINISTRATION

- 2.1 Provides administrative support and assists with the day-to-day operations of the Pilbara 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 Pilbara regions 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.
6. Demonstrated experience in using Microsoft Office.

### Desirable

1. Pilbara regional knowledge.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

- Some travel away from home base may be required
- Some out of hours work may be required.
- Employment Suitability Checks:  
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 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)

|  |                  |
|--|------------------|
| <b>REGISTERED</b>  |                  |
| DEPARTMENT OF LOCAL GOVERNMENT,<br>SPORT AND CULTURAL INDUSTRIES |                  |
| Initials: RF   | Date: 13.11.2018 |