

POSITION DETAILS

Position Title

Senior Project Officer

Position Number

13870

Classification Level

Level 5

Award/Agreement

PSGOGA

Division/Directorate

Local Government, Liquor and Gambling
Regulation

Branch/Section

Industry and Sector Regulation Branch

Physical Location

140 William Street, Perth

Effective Date

4/07/2018

Employment Type

Fixed-Term

Full time

REPORTING RELATIONSHIPS

Position reports to

13820 – Principal Advisory Officer – Level 6

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Positions at this level have the delegated authority and responsibility to plan and control projects and activities required to deliver program and department outcomes. Working to defined principles, targets and policies the position will:

- Undertake research, analysis, investigation, and evaluation of issues and problems identified within projects and programs.
- Support continuous improvement and capability building within a values driven team environment.
- Plan, coordinate, control, evaluate, review and report on assigned projects, activities and funding.
- Develop and maintain information sources, methodologies and data collections to support evaluation and to develop recommendations relevant to project outcomes.
- Liaise with community, external agencies and internal groups consistent with their project responsibilities.
- Prepares reports, publications, briefing notes, submissions, presentations and correspondence.

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. Develops and maintains systems, policies, procedures and resources necessary for delivering program outcomes.
2. Contributes to initiatives to maximise operational efficiency and compliance.
3. Contributes to the management and reporting required to meet Department operating policies and procedures.
4. Plans, coordinates and undertakes research, audit or financial analysis activities to identify and evaluate program specific issues and develop evidence based responses and recommendations.
6. Maintains an awareness of current trends and issues associated with program outcomes.
7. Prepares submissions, presentations, briefing notes, reports, policy ad correspondence.
8. Provides advice and direction on legislation, policy processes and systems relevant to program outcomes to improve sector compliance and service delivery.
9. Communicates confidently selecting the appropriate medium for conveying information to the audience's level of knowledge, skills and experience.
10. Liaises with and maintains a network of contacts including external stakeholders to identify key priorities, resolve issues and advocate for branch outcomes.
11. Represents Local Government Regulation and Support branch externally as required.
12. Plans, manages and delivers projects and initiatives to achieve sector monitoring outcomes.
13. Using specialist project and financial sector monitoring knowledge provides stakeholders and staff with advice, information, referrals, guidance and counselling to achieve operational outcomes.

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. Shapes and Manages Strategy

- Uses relevant and reliable information from a range of sources to develop clear evidence based recommendations and resolve issues.
- Understands and responds to strategic objectives, trends and factors that influence project or operational outcomes.
- Contributes to the development of operational plans, strategies and policies.

2. Achieve Results

- Working to agreed priorities, deliverables and resources coordinate and manage activities or projects applying good practice, governance and a focus on continuous improvement.
- Evaluates own performance initiating change as required.
- Contribute to the development of strategy, capability and processes that support organisational objectives.

3. Builds Productive Relationships

- Develops and maintains networks, negotiates, mediates and collaborates with internal and external stakeholders to develop options and solutions.
- Promotes a collaborative, innovative and values based culture encouraging diverse views and a balance approach to work.
- Fosters relationships with stakeholders, identifies their needs and motives and addresses gaps in their understanding through planned communication.

4. Exemplifies Personal Integrity and Self-Awareness

- Demonstrates behaviour in accordance with the standards and principles set out in applicable codes of ethics/conduct and departmental standards, values and policies including reliability, managing personal behaviours and working cooperatively.
- Understands personal and professional competence and the impact of organisational change, adapting and undertaking improvement actions as required.
- Reflects on own behaviours and work style understanding the impact on others and on performance.

5. Communicates and Influences Effectively

- Identifies and responds to the sensitivities and diversities of the target audience and governance requirements adapting communications appropriately maintain confidentiality as required.
- Effectively present information to a range of audiences and meetings.
- Negotiates and influences confidently and effectively to achieve Sector Monitoring outcomes and resolve conflict.
- Uses appropriate communication techniques, products and media understanding their potential and impact.

Desirable

1. Knowledge of role, responsibilities and function of Local Governments.
2. Possession of or progress towards a tertiary qualification in commerce, accounting or finance, or relevant experience in a similar role.
3. Knowledge of the *Local Government Act 1995* and associated regulations.
4. Knowledge of Australian Accounting Standards.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- A current (within six months) National Police Clearance Certificate will be 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 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.

.....
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.

.....
Employee Signature

Date (DD/MM/YYYY)

REGISTERED

DEPARTMENT OF LOCAL
GOVERNMENT, SPORT AND CULTURAL
INDUSTRIES

Initials: RF

Date: 07.01.2019