



POSITION DETAILS

Position Title

Project Officer, Creative Regions

Position Number

14380

Classification Level

Level 4

Award/Agreement

PSA 1992 / PSGOGA 2017

Division/Directorate

Culture and the Arts (WA)

Branch/Section

Investment and Development

Physical Location

140 William Street, Perth

Effective Date

7/01/2019

Employment Type

Fixed-Term

Full time

REPORTING RELATIONSHIPS

Position reports to

11098 Senior Project Officer, Creative Regions

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Promotes and monitors funding and development programs to support investment in the regional arts, cultural and creative sector in Western Australia.



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

1. Participates as a member of the Sector Investment and Development team to deliver arts, culture and creative industry development and support, with a particular emphasis on the Creative Regions funded programs.
2. Promotes investment and development policies and programs for arts, culture and creative industry development with particular emphasis on the Departments Arts grants funding programs.
3. Assists with the planning, implementation and evaluation of programs for arts, culture and creative industry development including programs relevant to regional funding
4. Assess and provide advice for requests for grants funding.
5. Acts as a principal contact and coordinates the dissemination of information about arts, culture and creative industries funding, support and policies.
6. Liaises with Federal, State and Local Government, Private Sector and relevant community organisations in the implementation of policies and programs.
7. Attends to Ministerial Briefings and correspondence.

Other duties as required with respect to the skills, knowledge and abilities 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. Experience in working within the arts, culture and creative sector.
2. High level of written and oral communication skills with the ability to establish networks and build relationships with diverse stakeholders.
3. Strong interpersonal and liaison skills and the ability to work collaboratively.
4. Strong analytical skills to assess funding applications.
5. Ability to research and disseminate information from a variety of stakeholders.
6. High level of initiative, motivation and capacity to achieve sound standards of work without daily supervision.

Desirable

1. Relevant tertiary qualification.
2. Understanding of government processes.
3. Understanding of the Western Australian regional arts, culture and creative sector

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- Travel to regional Western Australia, as and if 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.

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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: 07.01.2019