



POSITION DETAILS

Position Title

Regional Manager Goldfields

Position Number

14065

Classification Level

Level 6

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

Kalgoorlie

Effective Date

11/02/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

14052 – Director Regional Services – Level 8

Positions reporting to this position

Regional Officer – Level 4
Regional Administration Officer – Level 2

PURPOSE OF THE POSITION

Develops regional strategic partnerships with other Government departments, local government and community groups to lead the development of optimum community sport, recreation and facilities planning and service delivery in the Goldfields region.

Networks, negotiates and liaises at a regional level with external stakeholders.

Manages the Goldfields regional office.



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. LEADERSHIP AND MANAGEMENT

- 1.1 Develops regional, district and local level strategic partnerships with other Government departments, local government and community groups to lead development of optimum community sport and recreation, facilities planning and service delivery in the Goldfields region.
- 1.2 Contributes to the Department's strategic planning process.
- 1.3 Manages the Goldfields office in an efficient and effective manner, including personnel, administration and financial management responsibilities.
- 1.4 Leads the implementation of strategies for the Goldfields region that promotes the benefits of physical activity within the community.
- 1.5 Leads organisational development of sport and recreation bodies in particular in terms of effective governance, planning processes, use of technology, sport development, diversity of funding etc.
- 1.6 Responsible for the identification, documentation and management of business risks for sport and recreation in the Goldfields region.

2. PLANNING IMPLEMENTATION

- 2.1 Investigates and reports on sport and recreation planning and service delivery issues and shares information with other regions and provides specialist advice to appropriate Government agencies, local authorities, consultants, the private sector and community groups at a local level.
- 2.2 Develops and implements the annual operational plan for the Goldfields region (in the context of the Strategic Intent document and outcomes of the Regional Coordinator's negotiations across the agency).
- 2.3 Responsible for the achievement of the Department's objectives in Goldfields through the effective use of allocated resources.
- 2.4 Identifies and seeks opportunities to participate as part of core community planning teams.

3. CUSTOMER FOCUS

- 3.1 Negotiates and 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 Department at a regional level on appropriate internal, government and community group Boards and Committees.

4. PROJECT MANAGEMENT

4.1 Undertakes projects on sport and recreation planning and service delivery issues (within the Goldfields region and joint venture with other regions) as appropriate.

5. OTHER DUTIES

5.1 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 driver's 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 openly and effectively and build good working relationships with people at all levels.
2. Proven experience and demonstrated outcomes in leading and developing a team to meet agency objectives, through effective human resources and financial management practices.
3. Highly developed conceptual and analytical skills and experience.
4. Understanding of contemporary issues in community sport and recreation, facilities planning and service delivery.

5. Demonstrated experience in relationship building at a regional level with key decision makers eg other government agencies, local government or community groups in community sport, recreation and facilities planning and service delivery, to develop strategic partnerships.

Desirable

1. Nil.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- Some out of hours work may be required.
- Some travel away from home base may be required.
- A current National Police Certificate will be required prior to commencement of employment, as per DSR Police 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.

.....

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: 11.02.2019