## POSITION DETAILS

|  |  |
| --- | --- |
| Position Title | Position Number |
| Senior Project Officer – Strategy and Research | 14147 |
| Classification Level | Award/Agreement |
| Level 5 | Public Service Award 1992, or any other prevailing industrial instruments |
| Division/Directorate | Branch/Section |
| Sport and Recreation | Strategy and Investment |
| Physical Location | Effective Date |
| 246 Vincent Street, Leederville | 1/07/2021 |
| Employment Type | Employment Status |
| Permanent | Full time |

### REPORTING RELATIONSHIPS

|  |  |
| --- | --- |
| **Position reports to** | **Positions reporting to this position** |
| 14062 – Senior Strategy and Research Officer – Level 6 | Nil |

### PURPOSE OF THE POSITION

Supports the Senior Strategy and Research Officer to develop high-level evidence based strategic advice as it relates to evaluation and research, to inform the development of the Department of Local Government, Sport and Cultural Industries’ sport and recreation programs and services.

## 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 |
| **To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.** | **Creating a vibrant, inclusive and connected WA community.** | **Customer Focused**  **Responsive**  **Respectful**  **Accountable**  **Innovative** |

### DLGSC Objectives

* Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
* Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State’s cultural diversity
* Contribute to the wellbeing of the community through effective regulation
* Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
* Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places

### DLGSC Approach

We will achieve this by:

* Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
* Being efficient, effective and responsive through an agile and flexible workforce
* Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
* Contributing to the achievement of whole-of-State Government targets
* Using evidence based information to develop community focused engagement and partnerships

## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

|  |
| --- |
| 1. **Research and analysis** |
| * 1. Assists the manager to analyse statistical data/information and prepares reports appropriate to a range of audiences including internal staff, government and non-government organisations and the general public.   2. Maintains an up-to-date understanding of current state, national and international trends relevant to sport and recreation to inform the department’s programs and services.   3. Provides stakeholders and staff with evidenced-based advice, information, referrals and guidance, to enhance the impact of sport and recreation across the sector. |
| 1. **Project evaluation** |
| * 1. Assist the manager in the evaluation of projects and monitors service delivery activities to ensure quality and standards that contribute to achievement of the department’s goals and objectives. |
| 1. **Communication, Consultation and Liaison** |
| * 1. Assists the manager in the preparation of advice and draft responses to ministerial requests, speech notes, Parliamentary questions, briefing papers and other correspondence.   2. Establishes and maintains effective relationships with internal and external stakeholders including local governments, State Government agencies and non-Government organisations.   3. Develops and maintains a network of internal and external contacts to consult and facilitate the development and dissemination of information and support the development and implementation of projects and initiatives.   4. Contributes to the work of inter-departmental and inter-governmental forums, working groups and committees. |
| 1. **Other** |
| * 1. Other duties, as required that fall within the parameters of the position. |

## 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

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### Essential

|  |
| --- |
| 1. **Role Specific Requirements**  * Demonstrated ability to analyse research to inform program development and implementation. * Knowledge of range of quantitative and qualitative research methods and statistical analysis. * Knowledge of survey design and evaluative methodologies.  1. **Shapes and Manages Strategy**    * Demonstrated conceptual, analytical and research skills, including the ability to provide meaningful analysis.    * Demonstrated experience in evaluating project and program activities for effectiveness, impact, cost and value for money. |
| 1. **Achieves Results**    * Well-developed conceptual, analytical and problem-solving skills and ability to provide solutions to complex issues    * Identifies and uses resources wisely    * Applies and builds professional expertise    * Responds positively to change    * Takes responsibility for managing projects to achieve results |
| 1. **Builds Productive Relationships**    * Nurtures internal and external relationships    * Listens to, understands and recognises the needs of others    * Values individual differences and diversity    * Shares learning and supports others    * Ability to develop and maintain effective relationships with the broader community |
| 1. **Exemplifies Personal Integrity and Self-Awareness**    * Demonstrates public service professionalism and probity    * Engages with risk and shows personal courage    * Commits to action    * Promotes and adopts a positive and balanced approach to work    * Demonstrates self-awareness and a commitment to personal development    * Shares learning and supports others    * Ability to understand and operate within the mission, vision and values of the Department. |
| 1. **Communicates and Influences Effectively**    * Communicates clearly    * Listens, understands and adapts to audience    * Negotiates confidently.  Desirable  1. Relevant tertiary qualification/s. |

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

### ‘C’ Class Driver’s Licence

### Competence in commonly used personal computing applications.

### Appointment is subject to:

* 100-point identification check; and
* 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 (within the last 6 months).

### Training:

* Complete induction within three months of commencement.
* Complete Accountable and Ethical Decision-Making Training within 6 months.
* Complete any training specific to the role required by Departmental policy.

## 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)