## POSITION DETAILS

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| Position Title | Position Number |
| Senior Strategy and Research Officer  | 14062 |
| Classification Level | Award/Agreement |
| Level 6 | 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

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| **Position reports to** | **Positions reporting to this position** |
| 14227 – Director, Strategy and Investment Level 8 | 14147 - Senior Project Officer Level 514150 - Business Engagement and Support Officer Level 4 |

### PURPOSE OF THE POSITION

Develops 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.

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| 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.

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| 1. **Research and analysis**
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| * 1. Analyses complex statistical data/information and presents reports appropriate to a range of audiences including internal staff, government and non-government organisations and the general public.
	2. Develop evaluation strategies to support the implementation of government and community initiatives.
	3. 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.
	4. Using specialist project and program knowledge, provides stakeholders and staff with advice, information, referrals and guidance.
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| 1. **Project management**
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| * 1. Leads, manages and evaluates complex projects and monitors service delivery activities to ensure quality and standards that contribute to achievement of the department’s goals and objectives.
	2. Develops the specifications and manages contracts and consultancies in the area of research.
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| 1. **Communication, Consultation and Liaison**
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| * 1. Provides high level advice and draft responses to ministerial requests, speech notes, Parliamentary questions, briefing papers and other correspondence.
	2. Establishes and maintains effective working relationships and collaborative arrangements with peers and colleagues within the Department to ensure achievement of Strategic and Operational Plans.
	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. Represents the department and contributes to the work of inter-departmental and inter-governmental committees and taskforces.
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| 1. **Other**
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| * 1. Other duties, as required that fall within the parameters of the position.
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## 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

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| 1. **Specialist Knowledge and Skills**
* 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 high level conceptual, analytical and research skills, including the ability to provide meaningful analysis and develop and implement policies, strategies and programs aligned to the strategic objectives of the organisation.
	* Demonstrated experience in evaluating project and program activities for effectiveness, impact, cost and value for money.
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| 1. **Achieves Results**
	* Demonstrated ability to work with a high degree of independence and take responsibility for managing and monitoring projects with a track records of achieving quality outcomes and seeing projects through to completion within agreed timeframes.
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| 1. **Builds Productive Relationships**
	* Demonstrated ability to develop and maintain relevant and productive relationships and networks with a diverse range of internal and external stakeholders to develop option and solutions and achieve goals.
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| 1. **Exemplifies Personal Integrity and Self-Awareness**
	* Exhibits a high commitment to personal integrity, accountability and professional ethos within the organisation’s value system and wider public sector.
	* Reflects on own behaviours and work style understanding the impact on others and on performance.
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| 1. **Communicates and Influences Effectively**
	* Demonstrated high level written skills and experience including the production of succinct and accurate reports for publication.
	* Demonstrated high level oral and interpersonal communication skills and experience, including the ability to negotiate and provide high level policy advice and communicate effectively with a range of stakeholders.
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## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

* Work outside of normal business hours may be required.

### 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.

### 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.*

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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)