## POSITION DETAILS

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| --- | --- |
| Position Title | Position Number |
| Graduate Officer | GRAD1 |
| Classification Level | Award/Agreement |
| Level 3 | PSGOGA |
| Division/Directorate | Branch/Section |
| Various | Various |
| Physical Location | Effective Date  |
| Various | 6/02/2023 |
| Employment Type |  |
| 12 months Fixed-Term | Full time |

### REPORTING RELATIONSHIPS

|  |  |
| --- | --- |
| Position reports to  | Various |

### PURPOSE OF THE POSITION

To contribute to a range of initiatives that build the capacity of people and organisations resulting in increased participation in community activities by Western Australians. Graduates will also take on a range of exciting projects that will develop their networks and skills within the DLGSC.

## 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 a graduate in this position.

1. The position will support a range of DLGSC business initiatives including projects, policy and research activities. The nature of the projects will be varied and will support business area priorities.
2. Scope of work may include:
* Providing support and assistance to directors and managers on a range of operational matters.
* Undertake research and projects relevant to the business area.
* Data collection and analysis.
* Providing input into operational activities.
* Contributing to the development, implementation and review of policies, procedures and workflows.
* In consultation with stakeholders, preparing correspondence on a range of DLGSC matters including briefing notes, memorandums, reports and minutes.
* Establishing and maintaining effective working relationships and collaborating with internal and external stakeholders to provide and receive information as required.
* Participating in events.
* Liaising with a range of stakeholders which may include Government departments, local Government offices, external stakeholders, sport and recreation clubs and state sporting organisations.
1. Other duties as required.

## 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

1. Good oral, written and interpersonal communication skills, including the ability to build effective relationships.
2. Sound research and problem-solving skills and the ability to identify appropriate solutions.
3. Initiative and good organisational skills and the ability to multi-task, prioritise, meet deadlines and work effectively within a team.
4. Sound research and analytical skills.
5. Competence in commonly used personal computing applications, particularly spreadsheet and word processing applications.
6. Tertiary degree completed in the previous two years from date of advertising.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

* A working with Children Check will be sought, if required for a specific project.

### 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 two weeks of commencement.
* 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:**

 *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.*

**REGISTERED**

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES

Initials: LRH Date: 31.10.2022

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**Employee Signature**  **Date**: