## POSITION DETAILS

|  |  |
| --- | --- |
| Position Title | Position Number |
| Regional Officer Midwest | 14086 |
| Classification Level | Award/Agreement |
| Level 4 | Public Service Award 1992 or any other prevailing industrial instruments |
| Division/Directorate | Branch/Section |
| Planning and Service Delivery; Sport and Recreation | Regional Services |
| Physical Location | Effective Date  |
| Geraldton | 10/04/2024 |
| Employment Type |  |
| Permanent | Full time |

### REPORTING RELATIONSHIPS

|  |  |
| --- | --- |
| **Position reports to** | **Positions reporting to this position** |
| 14068 – Regional Manager Midwest/Gascoyne – Level 6 | Nil |

### PURPOSE OF THE POSITION

## Assists with developing and maintaining partnerships with key stakeholders to lead the delivery of quality services and facilities throughout the region. Undertakes research, planning and implementation on various projects relative to the delivery of sport and recreation. Provides advice and guidance to local government, clubs & associations and the general community on sport and recreation trends, issues and opportunities.

## 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. LEADERSHIP AND MANAGEMENT

1.1 Assists with developing and maintaining partnerships with key stakeholders to lead the delivery of quality services and facilities throughout the region.

1.2 Assists with the organisational development of sport and recreation bodies, particularly in terms of governance, planning processes, use of technology, sport development and funding opportunities.

2. PLANNING IMPLEMENTATION

2.1 Assists with researching and reporting on planning and service delivery issues and liaises with Government agencies, local authorities, consultants, the private sector and community groups at a local level.

2.2 Assists with the development and implementation of the annual operational plan.

3. CUSTOMER FOCUS

3.1 Provides advice and guidance to local government, clubs & associations and the general community on sport and recreation trends, issues and opportunities.

3.2 Represents the Department of Local Government, Sport and Cultural Industries at a regional, district and local level on internal, government and community group Boards and Committees as directed by management.

3.3 Assists with the distribution of information from the Department of Local Government, Sport and Cultural Industries portfolios and functional areas outside of Sport and Recreation.

4. PROJECT WORK

4.1 Undertakes research, planning and implementation on various projects relative to the delivery of sport and recreation.

4.2 Plans and delivers a range of education/awareness forums identified as being of benefit to the sport and recreation industry.

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

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 be able to build good working relationships at a community level.
2. Well-developed organisational, negotiation and problem solving skills including the ability to provide innovative solutions to complex problems.
3. Demonstrated skills and experience in the planning, budgeting, presentation and evaluation of programs and events.
4. Knowledge and experience in project management.
5. Knowledge and experience in assessing and managing grants.

### Desirable

1. Understanding of contemporary issues in sport and recreation being faced in Western Australia, and in particular the Midwest region of WA.
2. Understanding of funding opportunities available through DLGSC.
3. Understanding of planning principles for sport and recreation facilities.
4. Understanding of DLGSC’s portfolios and functional areas outside of Sport and Recreation

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

* Some out of hours work may be required.
* Some travel away from home base may be required.

### Appointment is subject to:

* Possession of a current‘C’ Class driver’s licence.
* 100 point identification check.
* 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.
* Working with Children Check (WWC): An acceptable WWC 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.*

…………………………………………….....................

**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)