# Job Description Form – Regional Support Officer

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| **Position number:** | 14079 | **Classification:** | Level 2 |
| **Division:** | Sport and Recreation | **Branch/section:** | Regional Services |
| **Reports to:** | 14069 – Regional Manager Pilbara – L6 | **Direct reports:** | Nil |

## About the Department

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| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | Respectable  Accountable  Responsive  Open-minded  Integrity |

## Context

The Sport and Recreation team promotes participation and achievement in sport and recreation to support a healthy lifestyle for all Western Australians through physical activity. It provides strategic leadership and support for the sport and active recreation sectors with a focus on inclusion and accessibility.

This work extends into regional areas where the team contributes to a broad range of community outcomes in partnership with state and local government agencies, regional sporting associations, peak bodies, and community clubs to support liveable regional communities.

## Position purpose

Responds to public enquiries regarding the Department’s planning and service delivery in the Pilbara region.

Provides administrative support and assists with the day-to-day operations of the Pilbara Office.

Undertakes basic project work.

## Responsibilities

* 1. Responds to public enquiries regarding the Department’s planning and service delivery in the Pilbara region, including sport and recreation programs, community and sporting facilities, athlete and club support, etc.
  2. Provides positive and responsive assistance to the public, other Government departments, and local government and community groups in the absence of the Regional Manager and/or Regional Officer.
  3. Provides administrative support and assists with the day-to-day operations of the Pilbara Office.
  4. Attends to routine office correspondence.
  5. Maintains the office filing system.
  6. Processes all office accounts and maintains appropriate financial records.
  7. Processes all Pilbara regional grant applications.
  8. Undertakes basic project work on sport and recreation planning and service delivery issues as appropriate.
  9. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
  10. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Work related requirements

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

### Essential

1. Strong customer service and communication/interpersonal skills for dealing with general enquiries from the public and other government departments, local government or community groups.
2. Well-developed organisational and time management skills and an ability to work in a team environment with minimal supervision.
3. Demonstrated experience in office administrative procedures and competence in using business computing applications such as Microsoft Office.
4. Demonstrated ability to use initiative to resolve issues and solve problems.

### Desirable

1. Understanding of contemporary issues in sport and recreation being faced in regional WA.

## Special conditions

Ability and willingness to undertake occasional travel for business needs.

Current WA Driver’s licence.

May require occasional working outside of normal business hours.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100 Point Identification Check prior to commencement.

Other conditions specific to this role are:

Working with Children Check

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| Registration date | 12 July 2024 |