# Job Description Form – GWC Secretariat - Project Officer

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| **Position number:** | 15228 | **Classification:** | Level 5 |
| **Division:** | Racing, Gaming and Liquor | **Branch/section:** | GWC Secretariat  |
| **Reports to:** | 16364 | **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. | RespectableAccountableResponsiveOpen-mindedIntegrity |

## Context

The Racing, Gaming and Liquor team regulates and maintains the integrity of all lawful racing, gambling, and liquor activities in the state by providing guidance for industry to maintain compliance with relevant legislation for the benefit of all Western Australians.

## Position purpose

Contributes to the provision of executive support and management to the Gaming and Wagering Commission (GWC) of Western Australia in regulating and maintaining the integrity of racing and gaming activities in Western Australia through the administration of racing, gaming and wagering legislations.

## Responsibilities

1. Administration
* Develops and maintains systems, policies, procedures and resources necessary for delivering program outcomes.
* Monitors and manages governance framework for the GWC to ensure periodic review cycles are adhered to (e.g. cyclical review of Code of Conduct for Members and other relevant documents).
* Monitors and reports on service level agreements between the GWC and internal/external partners to ensure minimum service levels are being met.
* Monitors and manages completion of Audit and Risk Committee recommendations relating to the GWC.
* Assists with taking Minutes of GWC meetings, ensuring clear and accurate written details of the matters the Commission considered in their deliberations, the decisions arrived at, and any actions resulting from the decisions.
* Assists with monitoring and management GWC resolutions and the completion of action items.
* Plans and coordinates organisation of planning sessions and similar events.
* Contributes to the implementation of the GWCs strategic plans.
* Contributes to the management and reporting required to meet GWC and Department operating policies and procedures.
1. Project Management
* Plans, manages and delivers projects and initiatives to achieve outcomes.
* Undertakes regular review of policies and procedures impacting the GWC to ensure they remain compliant and contemporary and are being adhered to.
* Draws on information from a range of sources, uses judgement to analyse, works within agreed guidelines to make decisions, incorporates outcomes into work plans.
* Focuses on quality, adheres to procedures and appropriate information management systems for currency and sees projects to completion.
* Monitors, analyses and reports on issues, policy, compliance or financial performance of stakeholders or program outcomes.
1. Communication and Liaison
* Builds and maintains strong, collaborative and productive relationships with stakeholders, members of the GWC, team members, other teams, colleagues and clients.
* Monitors and manages correspondence to the GWC (e.g. incoming electronic mail communication), including providing responses that are informed, clear, accurate and appropriate for the audience.
* Prepares submissions, presentations, briefing notes, reports, policy and correspondence.
* Provides advice and direction on legislation, policy, processes and systems relevant to program outcomes to improve sector compliance and service delivery.
1. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
2. 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. **Role Specific**
	* Experience in project management, including the ability to deliver agreed outcomes within specified timeframes.
	* Demonstrated experience in research and analysis related to policy development and review.
	* Demonstrated ability to interpret and apply legislation.
2. **Shapes and Manages Strategy**
	* Supports shared purpose and direction
	* Thinks strategically
	* Harnesses information and opportunities
	* Shows judgement, intelligence and common sense
	* Understands and communicates the reasons for decisions to others
3. **Achieves Results**
	* Identifies and uses resources wisely
	* Applies and develops capabilities to meet performance expectations, contributes own expertise to work unit.
	* Demonstrates flexibility and copes with day-to-day changes in priorities.
	* Evaluates project performance, identifies need for change and initiates change when required.
4. **Builds Productive Relationships**
	* Demonstrated highly developed communication and interpersonal skills to build and sustain effective relationship and partnerships.
	* Listens to, understands and recognises the needs of others
	* Values individual differences and diversity o Shares learning and supports others
5. **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
	* Ability to understand and operate within the mission, vision and values of the Department
6. **Communicates and Influences Effectively**
	* Communicates clearly
	* Listens to differing ideas to develop an understanding of the issues, presents persuasive counter-arguments.
	* Presents messages confidently and selects the appropriate medium for conveying information to the audience’s level of knowledge, skill and experience.

### Desirable

* Experience working with of for boards, committees or commissions.

## Special conditions

Ability and willingness to undertake travel to regional areas for business if required.

Working outside business hours as required.

## Pre-employment requirements

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

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| Registration date | 18 June 2024 |