# Job Description Form – Senior Project Officer - Sector Capability

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| **Position number:** | 14152 | **Classification:** | Level 5 |
| **Division:** | Sport and Recreation | **Branch/section:** | Sector Capability |
| **Reports to:** | 14130 – Manager Sector Sustainability - Capability | **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. | Respectful  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 building and empowering a capable, engaged and diverse workforce to meet current and future needs of the sector.

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

This position contributes to the development and implementation of the Sector Capability operations plan, with a particular focus on the development and delivery of capacity building, pathway support, grant programs, learning and development initiatives for sport and active recreation organisations in Western Australia.

The position will engage with internal and external stakeholders including the sport and recreation sector, community organisations and local governments.

## Responsibilities

1. Contributes to the development, implementation and evaluation of operational programming and initiatives aligned to the 2024-2029 DLGSC Strategic Plan and Sport and Recreation Business Plan.
2. Consults and liaises with State Government agencies, non-government organisations, industry and sector stakeholders and internal stakeholders in relation to the Department’s strategic priorities.
3. Develops and maintains networks with key stakeholders to foster partnerships and enhance capability building in sport and recreation communities.
4. Maintains sector relationships and supports performance assessments of organisations.
5. Assists with developing and implementing project management plans and support the delivery of special projects and initiatives to build the capacity and capability of the sport and recreation sector.
6. Maintains currency of knowledge and assists with advising on emerging issues, trends and developments affecting the sport and recreation sector.
7. Design, plan and support the delivery of sector workshops and forums.
8. Deliver presentations, assists with the preparation of briefing notes and other materials as required.
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. Demonstrated conceptual and analytical skills with experience in developing and implementing capacity building or learning and development programs to meet industry needs and in line with organisational goals.
2. Proven project management experience with the ability to coordinate a range of initiatives and stakeholders, contributing to the objectives of the organisation.
3. Effective communication, negotiation and facilitation skills that adapt to the needs of the stakeholder to deliver combined outcomes,
4. Well-developed interpersonal skills with the ability to build and maintain productive relationships to successfully influence and achieve desired project outcomes.

### Desirable

1. Demonstrated understanding on the contemporary issues affecting the sport and recreation sector in Western Australia.

## Special conditions

Working outside of business hours may be required.

Ability and willingness to undertake travel within the Perth Metropolitan and regional Western Australia for business needs.

## 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.

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| Registration date | 08 November 2024 |