Job Description Form – Project Officer Investment

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| **Position number:** | 16509 | **Classification:** | Level 4 |
| **Division:** | Culture and the Arts | **Branch/section:** | Investment Research and Policy |
| **Reports to:** | 11751 | **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 Culture and the Arts team supports a thriving WA arts and cultural sector and promotes participation and achievement in culture and the arts. The team works to highlight the social and economic benefits to the community from the creation of, and engagement in, high-quality arts experiences, including increased wellbeing and connection. We support these activities through grants and investment programs, research and policy development. Through recognising the importance of sharing Western Australia’s unique stories and cultures, including those of First Nations peoples, we make our communities richer, more vibrant and more engaged.

Position purpose

Promotes and monitors funding and development programs to support investment in the creative future of the State of Western Australia.

Responsibilities

1. Participates as a member of the Sector Investment and Development team to deliver arts, culture and creative industry development and support.
2. Promotes investment and development policies and programs for arts, culture and creative industry development with particular emphasis on the Departments Arts grants funding programs.
3. Assists with the planning, implementation and evaluation of programs for arts, culture and creative industry development including programs relevant to community and regional development.
4. Assess and provide advice for requests for grants funding.
5. Acts as a principal contact and coordinates the dissemination of information about arts, culture and creative industries funding, support and policies.
6. Liaises with Federal, State and Local Government, Private Sector and relevant community organisations in the implementation of policies and programs.
7. Attends to Ministerial Briefings and correspondence.
8. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
9. Perform any other duties as assigned or necessary to support the objectives of DLGSC. o

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 working within the arts, culture and/or creative industries sector.
   * Strong analytical skills to assess funding applications.
   * Ability to research and disseminate information from a variety of stakeholders.
2. Shapes and Manages Strategy
   * Ability to research, analyse and make evidence-based recommendations whilst anticipating potential risks to the Department.
3. Achieves Results
   * Sound organisational and prioritising skills with the ability to meet performance expectations.
   * High level of initiative, motivation and capacity to achieve sound standards of work without daily supervision.
4. Builds Productive Relationships
   * Ability to develop and maintain productive relationships, including liaising and consulting with a variety of individuals.
5. Exemplifies Personal Integrity and Self-awareness
   * Ability to demonstrate public service professionalism by performing duties of the role in accordance with departmental and team objectives, obtaining feedback and guidance from manager where required.
   * Ability to understand and operate within the mission, vision and values of the Department.
6. Communicates and Influences Effectively
   * Well-developed interpersonal, communication and liaison skills, including the ability to adapt messages to suit the intended audience and negotiate confidently.

Desirable

1. Relevant tertiary qualification.
2. Understanding of government processes.

Special conditions

Ability and willingness to undertake travel to regional Western Australia for business needs (if required).

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 | 21 November 2024 |