Job Description Form – Business Support and Engagement Officer

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| **Position number:** | 14150 | **Classification:** | Level 4 |
| **Division:** | Sport and Recreation | **Branch/section:** | Strategy and Partnerships |
| **Reports to:** | 14062 – Senior Strategy and Research Officer – 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. | Respectful AccountableResponsiveOpen-mindedIntegrity |

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

To assist in the development and implementation of key strategic frameworks, the delivery of priority programs and projects and the engagement of key internal and external stakeholders relevant to Department of Local Government, Sport and Cultural Industries (DLGSC) outcomes.

Responsibilities

1. Assists in the analysis statistical data/information and assists in the preparation of reports to a range of audiences.
2. Assists in the preparation of documents including, but not limited to, publications, business cases, briefing notes, budget submissions and Cabinet submissions.
3. Establishes and maintains effective relationships with internal and external stakeholders including local governments, State Government agencies and non-Government organisations.
4. Contributes to the work of inter-departmental and inter-governmental forums, working groups and committees.
5. Develops, prepares and delivers various stakeholder information and communications and coordinates stakeholder engagement and consultation as required.
6. Develops, prepares and presents forums, seminars, workshops and other events to sector stakeholders, industry, government, community groups and other special interest groups.
7. Develops and maintains systems, policies, procedures and resources necessary for achieving DLGSC priorities.
8. Provides business and administrative support to the Director Strategy and Partnerships in the development, implementation, delivery and reporting of priorities and outcomes
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 ability to coordinate, manage and deliver priority projects and programs.
2. Demonstrated planning and organisational skills with the ability to meet specified timeframes.
3. Ability to develop and maintain productive relationships, including liaising and consulting with a variety of individuals.
4. Demonstrated ability to work as part of a team.
5. Well-developed verbal and written communication skills, including high attention to detail and experience in producing documents to a high standard.

Special conditions

Ability and willingness to undertake travel for business needs

Working outside of business hours may be 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 |