Job Description Form – Director Grant Management and Program Delivery

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| **Position number:** | 16453 | **Classification:** | Level 8 |
| **Division:** | Management and Coordination | **Branch/section:** | Sport and Recreation |
| **Reports to:** | 14044 | **Direct reports:** | 10 |

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 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

The Director leads the strategic planning and delivery of grants and programs for the sport and recreation sector, and financial management of the directorate. It promotes integrity and ethical behaviour; and contributes to the Department’s strategic direction through contemporary, customer-focused and compliant grant and financial management.

Responsibilities

1. **Leadership and Management**
   1. Leads, manages and coaches the Grant Management and Program Delivery team.
   2. Provides purpose and direction to the team through effective communication.
   3. Leads, participates in and contributes to planning processes to achieve team, Directorate and Departmental priorities and outcomes.
   4. Fosters innovative and creative thinking and solutions within an environment of transparency and accountability.
2. **Grants and Financial Management**
   1. Develops and manages grant programs for the Sport and Recreation Directorate aligned to department and directorate priorities.
   2. Provides timely analysis and reports on outcomes, trends, opportunities and estimates of future resource requirements and constraints.
   3. Ensure compliance with the *Financial Management Act 2006*, Treasurer’s Instructions, Australian Accounting Standards, and other legislative and regulatory requirements.
   4. Manages the physical, financial and human resources of the Grant Management and Program Delivery Team to achieve Departmental outcomes.
   5. Assists the Executive Director to manage the physical, financial and human resources of the Directorate to achieve Departmental outcomes.
3. **Communication, Consultation and Negotiation**
   1. Provides high-level strategic advice and critical thinking on complex issues to the Director General, Deputy Director General, Executive Director, and Minister for Sport and Recreation.
   2. Represents the Department on various forums, committees, reviews and working parties as required.
   3. Undertakes stakeholder and external engagement and negotiation in developing and implementing grants and programs.
4. **Policy, Planning and Review**
   1. Designs program and policy frameworks aligned to applicable legislation and regulatory contexts.
   2. Develops and implements measurement and evaluation frameworks to determine the effectiveness of grants and programs.
   3. Develops and maintains quality assurance processes within the Team.
5. **Other**
   1. Provides leadership by modelling the DLGSC values in all interactions to support a collaborative and positive organisational culture.
   2. Creates an environment that enables staff to flourish and deliver their best work for customers, ensuring employees understand expectations and alignment with the DLGSC’s values.
   3. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
   4. 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 leaderships skill and ability to leverage the knowledge and skills of the team to achieve quality outcomes.
2. Demonstrated ability to design, develop and lead delivery of grants programs and other initiatives to achieve outcomes that support the community of Western Australia.
3. Substantial experience developing policies, procedures and guidelines that achieve strategic outcomes and comply with relevant government financial policy frameworks.
4. Demonstrated commitment to continuous improvement and implementing a customer-centric and outcomes focused approach.
5. Demonstrated ability to undertake complex financial analysis and provide advice on budgeting, strategic funding, program design and delivery.

Desirable

Tertiary qualification in financial management or similar qualification.

Special conditions

Ability and willingness to undertake travel for business needs.

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 | 26/09/2024 |