Job Description Form – Manager Funding and Sector Development

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| **Position number:** | 15920 | **Classification:** | Level 7 |
| **Division:** | Office of Multicultural Interests | **Branch/section:** | Office of Multicultural Interests |
| **Reports to:** | 13861 – Executive Director | **Direct reports:** | 1 |

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 Office of Multicultural Interests works to achieve the full potential of multiculturalism in Western Australia. This requires strategies that encompass the whole community, including business and industry groups, government and non-government agencies, culturally diverse communities and the wider community. It works with these communities to support and promote equity and accessibility.

Position purpose

Manages resources and provides advice to the Department of Local Government, Sport and Cultural Industries (DLGSC) to inform policy making, funding decisions and sector initiatives to support and develop Western Australian culturally and linguistically diverse (CaLD) communities, associations and organisations. Works collaboratively within the Community Engagement and Funding team in alignment with program management practices and protocols and oversees management of the Funding team.

Responsibilities

1. Assists the Executive Director in the development, implementation and evaluation of the Division’s strategic, business and operational plans within the overall DLGSC’s strategic objectives.
2. Leads the development, implementation and evaluation of strategic funding and investment programs for CaLD communities and organisations in line with the Division’s/DLGSC’s strategic and operational planning requirements.
3. Supports the development of a vibrant multicultural sector through consultation and the effective determination and delivery of on-going funding programs.
4. Manages the operations of the Funding team including staff development, effective use of resources, ensures financial and contractual compliance and high quality service delivery.
5. Leads the implementation and management of projects, programs and service delivery contracts developed to assist in the delivery of the Selection’s outcomes.
6. Conducts, co-ordinates and implements planning, research, measurement and evaluation undertakings of a complex nature including leading / participating in cross-department project teams and where appropriate, in partnership with stakeholders and other government agencies, towards strategic policy and planning outcomes.
7. Provides senior management advice, analysis and representation in relation to the DLGSC, portfolio organisations, other government committees, reviews and inquiries.
8. Maintains effective liaison with state, Australian and local government departments and the private and non-government sectors on multiculturalism and related issues.
9. Participates as a member of the Division’s senior management team and along with other members, maintains a constructive and collegiate discipline within the team.
10. Maintains a knowledge and awareness of changes and developments in government and CaLD communities and organisations in Western Australia, as well as in national and international arenas, in order to maximise investment opportunities and development outcomes for Western Australia in the area of multiculturalism.
11. Other duties as required with respect to the skills, knowledge and abilities of the employee.
12. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
13. 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 experience in working effectively with culturally and linguistically diverse (CaLD) communities or organisations
2. Demonstrated experience in funding and sector development program management, practices and protocols within a public sector environment
3. Proven project management skills and experience.
4. Demonstrated facilitation and problem-solving skills and experience.
5. Well-developed team management skills with the ability to effectively lead, coach and develop team members across the Directorate

Desirable

1. Substantial working knowledge of multiculturalism within Western Australia.
2. Tertiary qualification in an appropriate discipline.

Special conditions

Working outside 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 | 12 December 2024 |