# Job Description Form – Regional Project Officer

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| **Position number:** | 16729 | **Classification:** | Level 4 |
| **Division:** | Sport and Recreation | **Branch/section:** | Regional Services |
| **Reports to:** | 14052 – Director Regional Services | **Direct reports:** | Nil |

## Position details

## Position purpose

To contribute to the vision of the department by enabling a strong sector that is safe, encourages participation and develops talent while contributing to a healthy, active and socially connected Western Australia. Undertakes research, planning and implementation on various projects relative to the delivery of sport and recreation and the broader agency.

## 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.

## Responsibilities

1. Assists with developing and maintaining partnerships with key stakeholders to lead the delivery of quality services and facilities throughout regional Western Australia.
2. Assists the Director Regional Services with the coordination of operations and identified major projects within the regional services team.
3. Supports in the administration of delivering various grant programs such as Regional Athlete Travel Subsidy Scheme and Active Regional Communities
4. Assists with researching and reporting on planning and service delivery issues and liaises with Government agencies, local authorities, consultants, the private sector and community groups at a local level.
5. Assists in the development and implementation of strategies and projects to promote greater participation in active sport and recreation.
6. Assists with the development of annual operational plans and reports.
7. Provides advice and guidance to local government, clubs & associations and the general community on sport and recreation trends, issues and opportunities.
8. Represents the Department of Local Government, Sport and Cultural Industries at a regional, district and local level on internal, government and community group Boards and Committees as directed by management.
9. Assists with the distribution of information from the Department of Local Government, Sport and Cultural Industries portfolios and functional areas outside of Sport and Recreation.
10. Undertakes research, planning and implementation on various projects relative to the delivery of sport and recreation.
11. Supports projects that increase participation in physical activity in target groups.
12. Assists the community to develop inclusive sport and recreation environments
13. Plans and delivers a range of education/awareness forums identified as being of benefit to the sport and recreation industry.
14. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
15. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
16. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

## Essential

1. Ability to communicate openly and effectively and be able to build good working relationships at a community level.
2. Well developed organisation and time management skills, including the ability to plan and evaluate projects and grants.
3. Demonstrated skills and experience in the planning, budgeting, presentation and evaluation of programs and events.
4. Demonstrated knowledge and understanding of trends and issues in the sport and recreation industry and experience in assessing and managing grants.
5. Understanding of contemporary issues in sport and recreation being faced in Western Australia and in particular the South West region of WA.

## Desirable

1. Experience in assisting strategies that support community inclusion.
2. Understanding of the Department Local Government, Sport and Cultural Industries portfolios and functional areas outside of Sport and Recreation.

## Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Personal Leadership** context.

## 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.

## Special Conditions

Other conditions specific to this role are:

* Ability and willingness to undertake travel for business needs
* Current WA Driver’s license
* Working outside business hours may be required

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| Registration date | 22 April 2025 |