# Job Description Form – Project Support Officer – Sport Business

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| **Position number:** | 14159 | **Classification:** | Level 3 |
| **Division:** | Sport and Recreation | **Branch/section:** | Sport Development and Engagement |
| **Reports to:** | 14131 – Manager Sport Business – Engagement – L7 | **Direct reports:** | Nil |

## Position details

## Position purpose

To support the development and implementation of sport and recreation projects that lead to greater community participation with a focus on low participation groups.

## 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 in the development and implementation of strategies and major projects to promote participation and increase the capability of the sport and active recreation sectors.
2. Assists community organisations to develop their capacity and capability to operate with the required governance, planning and leadership.
3. Supports cross agency and cross division project teams.
4. Supports the development of partnerships with service agencies and community groups to enhance participation and capability in sport and active recreation.
5. Assists the Sector Performance Manager with the coordination of the operations and identified major projects within the Sector Sustainability and Performance Team.
6. Prepares and administers project and grant reporting requirements for the Sector Sustainability and Performance Team.
7. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
8. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
9. 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 assist in the development and implementation of projects with experience in administration.
2. Sound working knowledge and understanding of the sport and recreation industry at a national, state and community level.
3. Sound organisational and prioritising skills with the ability to see tasks through to completion deadlines.
4. Ability to develop and maintain productive relationships, including liaising and consulting with a variety of individuals and groups.
5. Well developed communication skills, including the ability to adapt messages to suit the intended audience, particularly with community organisations and other agencies involved in sport and active recreation.
6. Ability to research, analyse and make evidence-based recommendations.

## Desirable

1. Experience in implementing strategies that support community inclusion.
2. Relevant educational qualifications.

## 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:

* Current WA Driver’s license
* Working outside business hours may be required

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| Registration date | 13 May 2025 |