# Job Description Form – Director Sector Sustainability and Participation

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| **Position number:** | 14113 | **Classification:** | Level 8 |
| **Division:** | Sport and Recreation and Infrastructure Services | **Branch/section:** | Sector Sustainability and Participation |
| **Reports to:** | 14044 – Executive Director Sport and Recreation | **Direct reports:** | 4 |

## Position details

## Position purpose

This position leads and manages the operations of the Sector Sustainability and Participation team within the Sport and Recreation Directorate. It advises and collaborates with the Executive Director on program development and consults and negotiates with external sport and recreation bodies.

It is responsible for the development and implementation of a comprehensive industry capacity building and community engagement strategy, encompassing a whole-of-sport system approach through building and sustaining of a network of highly strategic relationships.

## 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. Provides leadership to and is recognised as an authority and expert by strategic partners including Government departments, local government and community groups on issues facing the sport and recreation industry.
2. Provides strategic leadership advice and input into industry legislation and to the Department.
3. Leads, manages and coaches the Sector Sustainability and Participation team.
4. Identifies and establishes planning, policy and strategy for the Department in the sport and recreation sector.
5. Responsible for the identification, documentation and management of business risks and external trends associated with the Department’s sport and recreation services.
6. Directs high level research related to managing and forecasting issues and trends that influence current and future participation in sport and recreation.
7. Critically analyses the Department’s role and identifies opportunities to add value to the sport and recreation industry, community groups and sporting clubs through alliances, capacity building and program development.
8. Undertakes significant stakeholder and external engagement and negotiation (with local, regional and national industry bodies) to influence sport and recreation sector direction.
9. Represents the Executive Director and Department on forums, committees, reviews and working parties as required.
10. Drives and influences strategic changes within the industry and provides expert advice and consultation on complex issues and initiatives to various industry bodies to realise government, department and industry outcomes.
11. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
12. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
13. Perform any other duties as assigned or necessary to support the objectives of CITS.

## 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. High level, demonstratable knowledge and understanding of the sport and recreation industry and the delivery of sport.
2. Exemplifies purpose and direction, applies strategic focus, leverages information and opportunities, and demonstrates sound judgement and intelligence.
3. Achieves results by building organisational capability and responsiveness, applying professional expertise, leading change through uncertainty, and delivering intended outcomes.
4. Builds productive relationships by nurturing internal and external connections, fostering cooperation and partnerships, valuing diversity, and guiding and developing others.
5. Exemplifies personal integrity and self-awareness by operating within the Department’s mission, vision and values, demonstrating professionalism and probity, engaging with risk and showing courage, committing to action, displaying resilience, and actively seeking feedback for continuous personal development.
6. Highly developed interpersonal and communication skills both written and verbal, including the ability to negotiate and liaise at a high level with senior officers and CEOs.

## Desirable

1. Sound knowledge of contemporary issues impacting the sport and recreation sector.

## 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 **Multiple Area Leader** 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.
* Working outside business hours may be required.

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| Registration date | 10 September 2025 |