

# DEPARTMENT OF PLANNING, TRANSPORT AND INFRASTRUCTURE

## **ROLE STATEMENT**

Senior Project Officer – Industry Development  
Office for Recreation and Sport

**Classification Level**      **ASO5**      **ANZSCO Code**

## **Organisation Overview**

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by enabling the safe and efficient movement of people and freight across the state and facilitating development of the State's infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

## **Office for Recreation and Sport Division**

The Office for Recreation and Sport (ORS) is the lead agency for the Government's policy on sport and active recreation. ORS supports sport and recreation organisations through the development of policy, programs and resources, the provision of funding, recreation and sport planning, infrastructure development, elite sport pathways and the promotion of physical activity.

## **Role Overview**

The Senior Project Officer – Industry Development is responsible for the management, development and implementation of Industry Development initiatives provided by the Office for Recreation and Sport.

The position will support effective partnerships with industry, other government agencies, and organisations through the provision of advice and support while encouraging the growth and development of the recreation and sport industry within South Australia.

The Senior Project Officer – Industry Development will be required to:

- Work closely with staff of the Industry Support and Training Branch of the Industry Development and Participation Division and across the Office for Recreation and Sport, reporting to the Manager, Industry Support and Training.
- Work closely with an assigned group of state recreation and sport organisations requiring high to medium support in an 'Industry Advisor' role as a part of an industry support team.
- Work closely with and provide day-to-day direction for casual Community Presenters.
- Consult and liaise regularly with the Australian Sports Commission, other government agencies and recreation and sport industry organisations.

## **Key Outcomes**

*To encourage the growth and development of the recreation and sport industry within South Australia through:*

- Supporting effective partnerships with industry, other government agencies, and organisations.
- Managing and facilitating the delivery of Industry Development initiatives.
- Managing, coordinating and implementing recreation and sport projects.
- Provide advice and support to ORS, State Sport and Recreation Organisations, Industry Bodies and other organisations on recreation and sport issues.

*To manage complex projects and deliver high level outcomes in the area of Industry Development, by:*

- Effectively managing competing priorities.
- Cooperating with a wide range of individuals and organisations.
- Applying knowledge of current Commonwealth and State Government recreation and sport programs and initiatives.
- Effectively using work related resources and information in accordance with Government and departmental policies, procedures and guidelines.
- Effectively managing risk, procurement and resources, including finances, contracts, assets, records and environmental impact.

*Effectively assisting sport and recreation organisations to meet key performance indicators in accordance with funding agreements with the Office for Recreation and Sport by:*

- Providing a high quality assistance/advisory service for the recreation and sport industry.
- Effectively supporting the delivery of quality/timely professional development and information to State sport and recreation organisations.
- Effectively leading and supporting working groups, steering groups and project teams.
- Providing advice and information on best practice principles and methods as they apply to sports and recreation programs and initiatives.
- Coordinating industry and government partnerships.

*Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics and departmental human resource policies, including the OHS&W requirements.*

## **Special Conditions**

- Some out of hours work is required.
- Intrastate and interstate travel may be required.
- A current SA Drivers Licence is essential.

## **Essential Selection Criteria**

### **Qualifications / Licences**

An appropriate tertiary qualification.

### **Person Capabilities**

- Demonstrated experience in working with sport or recreational organisations at a management level in the development, implementation & evaluation of projects and programs.
- Detailed knowledge of the sport and recreation industry including the linkages at local, state and national level.
- Well developed knowledge of and experience in, the management of 'not for profit' incorporated associations.
- Demonstrated knowledge of current Commonwealth and State Government recreation and sport programs and initiatives.
- Demonstrated ability to collaborate/consult/liaise effectively with a wide range of government and non-government organisations.
- Well-developed management and leadership skills, including the ability to lead project teams.
- Proven ability to manage complex projects (often with competing priorities) requiring high levels of discretion and tact to achieve outcomes within time constraints.
- Well-developed oral and written communication skills including the ability to develop well-researched, clear, concise reports, plans and recommendations.
- Well-developed negotiation and conflict resolution skills.
- Demonstrated ability to work independently under limited direction and to represent the Office at high profile meetings, delegations and committees.
- Ability to conceptualise, analyse and develop information and formulate creative, practical solutions.
- Proven experience in strategic planning and the development and evaluation of key performance indicators.
- Proven commitment to the principles and practices of:
  - Equal employment opportunity, ethical conduct, diversity and OHS&W;
  - Customer service;
  - Quality management and client oriented service; and
  - Risk management.

### **Delegate Approval of Role Statement**

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<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
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