

Role Statement



TITLE OF POSITION: SENIOR PROJECT OFFICER, SPORT CULTURE AND ETHICS
CLASSIFICATION LEVEL: **ASO-5**

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

Development Division comprises five: Office for Recreation and Sport; Planning & Transport; Property; Architecture; and Built Environment and Investment Management.

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, Sport Culture and Ethics is responsible for the management, development and implementation of sport culture and ethics initiatives provided by the Office for Recreation and Sport. In particular initiatives involving child safety; sport culture; member protection; Play by the Rules; conflict management; and other related programs.

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

The Senior Project Officer, Sport Culture and Ethics will be required to:

- Work closely with staff of the Industry Support branch of the Sport and Recreation Development Division and across the Office for Recreation and Sport, reporting to the Manager, Industry Support.
- Work closely with an assigned group of state sport and recreation organisations in an 'Industry Advisor' role as part of an industry advisor team.

Directorate:
Position Number:
ANZCO Code:
Location: #ASO5 Template 9394351



Government of South Australia
Department of Planning,
Transport and Infrastructure

- Consult and liaise regularly with the relevant state Government agencies including as appropriate the Australian Sports Commission, other government agencies both intra and interstate and sport industry organisations.

Key Outcomes of the Role

The Senior Project Officer, Sport Culture and Ethics is required to undertake a wide range of activities which may include all or any of the following:

- a. Implementing and/or coordinating assigned agency programs, projects, systems, policy development processes and/or services that are considered to be broad in scope and may include supporting related planning, change and improvement functions.
- b. Motivating and/or mentoring staff and controlling allocated resources to deliver assigned agency programs, projects, systems, policy development processes and/or services.
- c. Resolving complex issues with innovative solutions that are consistent with Agency objectives which may include developing and selecting new techniques and methodologies appropriate to the discipline and agency.
- d. Providing high level analysis, research, information and expert advice that will assist in the development of assigned agency programs, projects, systems, policies and/or services.
- e. Undertaking critical, sensitive and/or complex information, consultation and/or negotiation processes with stakeholders and across government agencies.
- f. Coordinating investigations and preparing reports and recommendations on matters of some complexity and sensitivity.
- g. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- h. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

- Demonstrated experience in working with sport or recreational organisations or like industry at a management level in the development, implementation and evaluation of projects and programs.
- Well developed knowledge of the obligations around creating and maintaining child safe environments as required for organisations under the *Children's Protection Act 1993*.
- Sound knowledge of member protection strategies in sport including member protection policies, grievance procedures and resources such as Play by the Rules.
- Some out of hours work is required.
- Intrastate and interstate travel may be required.
- A current SA Drivers Licence is essential.
- This role is identified as a prescribed position. The incumbent is subject to a satisfactory relevant history assessment in line with the *Children's Protection Act 1993*.

Qualifications / Licences

- a. Nil

Person Capabilities

- a. Demonstrated ability to work respectfully and effectively with Aboriginal and Torres Strait Islander people and an understanding of Aboriginal cultural values and social issues and ensuring programs and services are accessible and meet Aboriginal community needs.
- b. Demonstrates a commitment to communicating and facilitating cultural change by influencing the workforce to actively engage and exhibit behaviours reflecting the DPTI values including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Facilitates a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Demonstrates commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. Understands and is responsive to customer needs and perspectives, and provides a professional positive experience while managing outcomes which respect DPTI's systems, processes, and policies.
- f. Demonstrates ability to deliver departmental programs under limited direction, and in a timely manner collaborates intradepartmentally to seek and provide informed advice on complex issues to mitigate the agency's risk.
- g. Demonstrated ability to act with urgency, accept and expect responsibility, positively support change and risk management initiatives and implement complex solutions within span of assigned functions.
- h. High level analytical and research skills to evaluate complex information, provide expert advice and communications, and develop clear correspondence and reports with recommendations for time critical deadlines.

Delegate Approval

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Name

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Signature

Date: / /