



**the dpsa.**

Department:  
Public Service and Administration  
**REPUBLIC OF SOUTH AFRICA**

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**TO ALL NATIONAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS THAT EMPLOY SPORTS PROMOTION OFFICER AND CULTURAL OFFICER.**

**IMPLEMENTATION OF THE CO-ORDINATION PROCESS - BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR THE OCCUPATION: SPORTS PROMOTION OFFICER AND CULTURAL OFFICER.**

As you may be aware, the Minister for Public Service and Administration issued a letter dated 08<sup>th</sup> October 2011 to consult on the co-ordination process for Sports Promotion Officer and Cultural Officer.

As part of the consultation process, a communiqué to all departments that employ Sports Promotional Officer and Cultural Officer was issued. Inputs/comments from the departments indicated that there was general acceptance and support from the relevant role players for the proposed job descriptions, grading results and implementation strategy. The recommended grades are as follows:

<b>JOB</b>	<b>WORK LEVEL</b>	<b>JOB GRADE</b>
Sports Promotion Officer	Production level	7
Cultural Officer	Production level	7

Furthermore, it should be noted that departments will have to defray the costs relating to the implementation of the revised grades from their own budgets. Attached as Annexure A to this letter are the implementation guidelines.

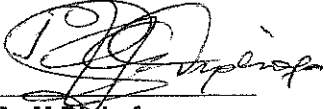
Note should be taken that a proposal has been made that in future, implementation instructions will be issued as directives subject to the necessary amendments to the Public Service Regulations, 2001. Therefore, pending the finalization of the said amendments to the regulations, which are meant to strengthen compliance with job evaluation outcomes, a decision has been taken that in order not to negatively affect service delivery in the affected departments, the outcomes of this co-ordination process are issued as advice.

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeliso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

Muhasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tsa Mmušo . Ndzawulo ya Vutirela-Mfumo na Valawuri

LiTiko le Tebasebenti baHulumende nekuPhatsa . ISebe leNkonzo kaRhulumente noLawulo . UmNyango wemiSebenzi kaRhulumente nokuPhata

The job descriptions and the job evaluation results can, on request, be supplied in electronic format. Please submit requests to Ms Deborah Khoathane via e-mail [Deborah.Khoathane@dpsa.gov.za](mailto:Deborah.Khoathane@dpsa.gov.za) or fax 086 618 8851.



**Mr. M Diphofa**  
**Director-General**

Date: 08/10/2012

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## BENCHMARK JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

Name of jobholder: :  
Job title : Sports Promotion Officer  
Core code :  
Post level and salary code : To be determined through JE  
Occupational class code :  
Name of component : Head Office/District Office  
Location :  
Posts reports to : Assistant Director  
Date of appointment :

### B. JOB PURPOSE

To coordinate and implement sport and recreation programmes.

### C. KEY PERFORMANCE AREAS

#### 1. **Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with the stakeholders.**

- a) Establish and maintain sport and recreation structures and clubs in schools, wards and local areas.
- b) Provide support services to federations, clubs and school sport structures.
- c) Render support to provincial sport academy and satellites.
- d) Implement programmes to increase and improve relations between sport and recreation stakeholders.
- e) Establish good governance structures of sport and recreation as dictated by relevant legislation.

#### 2. **Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas and districts.**

- a) Facilitate capacity building programmes.
- b) Create an enabling environment for the talent identification.
- c) Administer coach education in terms of different sporting codes.
- d) Monitor and evaluate progress of education and training activities.
- e) Promote sports and skills management.

#### 3. **Implement sport and recreation programmes in the schools, wards and local areas for the development of sport and recreation.**

- a) Perform events management/coordination activities.
- b) Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities.

- c) Implement programmes to increase and improve relations between sports and recreation stakeholders.
- d) Plan, develop and implement school and community sport, school and community mass participation and high performance programmes.
- e) Formulate and administer league related sports programmes.
- f) Promote health and fitness in communities.
- g) Provide an oversight role in the implementation of sports academy and recreation council programmes.
- h) Encourage all levels of communities to participate in different codes of sport and recreation activities.
- i) Coordinate Flagship programmes through sport and recreation activities.

**4. Monitor and evaluate the compliance with sport and recreation transformational policies.**

- a) Monitor the implementation of all transformation policies and programmes.
- b) Promote gender mainstream in sport and recreation.
- c) Promote integrated programmes of all sector department and relevant stakeholders.
- d) Promote awareness and participation to all ages, gender and capability categories.

**5. Render administrative functions in relation to programmes that are implemented.**

- a) Collect, analyze, compile and update data in all sport and recreational activities.
- b) Provide administrative and technical support with regard to sports and recreation facilities and infrastructure.
- c) Administer the system for storage, maintenance, issue and return of sport and physical recreation equipment.
- d) Examine, compile and monitor transfer payments of funded projects.

**D. INHERENT REQUIREMENTS**

Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/core.asp>

**E. APPOINTMENT REQUIREMENTS**

The following qualifications may be considered for appointment

1. B degree/National Diploma in Sports Management or equivalent qualification.
2. No experience is required.
3. A Driver's Licence may serve as an advantage.

**F. CAREER PATHING**

Compliance with the requirements of higher posts.

**G. AMENDMENTS TO JOB DESCRIPTION**

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

**H PERFORMANCE PLAN**

The Performance Plan of the post holder, which contains a work plan and specific target dates, should be read as an extension of this job description. The Performance Plan may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

**I JOB DESCRIPTION AGREEMENT**

**SIGNATURE OF POST HOLDER**

**SIGNATURE OF MANAGER**

**DATE:**

**DATE:**

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## BENCHMARK JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

Name of jobholder: :  
Job title : Cultural Officer  
Core code :  
Post level and salary code : To be determined through JE  
Occupational class code :  
Name of component : Head Office/District Office  
Location :  
Posts reports to : Assistant Director  
Date of appointment :

### B. JOB PURPOSE

To implement arts and culture programmes.

### C. KEY PERFORMANCE AREAS

#### **1. Identify, develop and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft.**

- a) Facilitate transformation of performing and visual arts to impact on socio-economic development.
- b) Promote and develop community/public based arts, culture and heritage programmes.
- c) Establish and maintain partnerships with relevant stakeholders.
- d) Manage the implementation of youth development programmes and projects.
- e) Promote socio-cultural development of vulnerable groups.
- f) Identify and support the development of high impact job creation areas and skills development in arts, culture and heritage sector.
- g) Promote the culture of reading and writing, SA craft, music sector and technical service industries and multimedia (audio-visual, design, visual arts) sector.

#### **2. Create awareness programmes for craft, performing and visual arts.**

- a) Design and conduct awareness campaigns to promote arts and culture programmes.
- b) Liaise with all relevant stakeholders.
- c) Promote usage of Art Centres and integrated crafts hubs.
- d) Promote and develop community/public based arts and culture programmes.

#### **3. Conduct needs analysis and provide professional advice on performing, visual arts and crafts.**

- a) Conduct research on arts and culture programmes.

- b) Coordinate the establishment and provide support to arts and culture structures.
- c) Implement policies and strategies for art, culture and heritage sector.
- d) Provide advice to all relevant stakeholders on arts and culture matters.

**4. Render administrative functions in relation to programmes that are implemented.**

- a) Monitor and evaluate funded projects and programmes.
- b) Develop and maintain database of arts, culture and heritage institutions.
- c) Provide administrative and technical support with regard to arts and culture programmes.
- d) Monitoring the implementation of approved programmes for all funded organizations and institutions.

**D. INHERENT REQUIREMENTS**

Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/core.asp>

**E. APPOINTMENT REQUIREMENTS**

The following qualifications may be considered for appointment

1. B degree/National Diploma in Arts or equivalent qualification.
2. No experience is required.
3. A Driver's Licence may serve as an advantage.

**F CAREER PATHING**

Compliance with the requirements of higher posts.

**G AMENDMENTS TO JOB DESCRIPTION**

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

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**I JOB DESCRIPTION AGREEMENT**

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

**IMPLEMENTATION/ABSORPTION MEASURES FOR THE BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR SPORTS PROMOTION OFFICER AND CULTURAL OFFICER**

**NOTE:**

1. There are indications that due to rank progression in the past and the way posts are defined, the work content of a number of posts is not aligned with the job titles and grading levels of the posts. This situation dictates that provision should be made for a number of options according to which employees can be absorbed into the benchmark posts. These options should, however, not be utilized to move employees automatically to higher level posts.
2. Departments should determine what functions should be performed to ensure that they comply with their service delivery requirements, and secondly the competencies, experience and qualifications required to perform the work. This should be compared with the benchmark job description and posts on the establishment of the Department should be created on the basis of the benchmark job description that matches the service delivery needs the closest.
3. In cases where posts are upgraded and the current incumbents are considered for absorption in the upgraded posts, employees should be absorbed in posts on the basis of their competency profiles and ability to operate at least at a satisfactory level in these posts. In essence, the implementation of the revised grades could entail a restructuring of the relevant units. Departments must also comply with the following:
  - The requirements of the PSR Chapter 1, Part V C.6 entail that an incumbent must already be performing the duties attached to the post to be upgraded and he/she must have received a satisfactory performance assessment, based on performance of the duties attached to the post to be upgraded, in his/her most recent performance assessment. Where employees' performance has not yet been assessed, they should be assessed with the departmental performance management and development system before considered for absorption in the upgraded posts. **No automatic translations to/absorption into the upgraded posts may be done.**
  - Employees must be awarded the minimum notch of the salary range attached to the upgraded post.
  - PSR Chapter 1, Part V C.7 stipulates that an incumbent may only be absorbed in an upgraded post with effect from the first day of the month following the month during which the executive authority approved the absorption.
4. It should be noted that some departments may have jobs that are graded at a higher salary level, but performing similar functions to the benchmark jobs at a lower level. In such cases these jobs have to be regraded (downgraded) to the same level as the benchmark jobs and the incumbents will retain their salaries in line with PSCBC Resolution 3/2009, however, once vacant such posts will have to be advertised on salary levels (grades) determined through the co-ordination process. Furthermore departments should refrain from utilizing levels that are not provided for in terms of the outcomes of the co-ordination process for "salary progression purposes".

**Cultural Officer:**



- (a) Employees currently on salary range 6 and who are performing functions (Cultural Officer) should be absorbed at salary range 7 provided they meet the requirements as set out in PSR 2001, Chapter 1, Part V C.6.
- (b) Employees currently on salary range 7 and who are performing functions (Cultural Officer) should remain on salary range 7.
- (c) Employees currently on salary range 8 and who are performing functions (Cultural Officer) should be graded on salary range 7. These posts should be phased-out by departments as and when they become vacant. No future appointment on salary range 8 for Cultural Officer will be allowed.

EXISTING POSITION				REGRADED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH	
Cultural Officer To implement arts and culture programmes	6	All notches	Cultural Officer (Production level).	7	<p>NB: Translation is effected to the minimum notch.</p> <ul style="list-style-type: none"> <li>Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform the work at this level.</li> <li>Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.</li> </ul>	
Cultural Officer To implement arts and culture programmes	7	All notches	Cultural Officer (Production level).	7	<p>NB: Translation with retention of existing salary notch.</p> <ul style="list-style-type: none"> <li>Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform the work at this level.</li> <li>Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.</li> </ul>	

<p><b>Cultural Officer</b> To implement arts and culture programmes</p>	<p>7</p>	<p>All notches</p>	<p>Cultural Officer (Production level).</p>	<p>8</p>	<p>1. Translation with retention of existing salary notches. 2. Posts should be graded at salary level 7 if the functions set out in the job description for Cultural Officer are performed. 3. The job incumbent will retain his/her salary in line with PSCBC Resolution 3/2009.</p>
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**Sports Promotion Officer:**

- (a) Employees currently on salary range 6 and who are performing production level functions (Sports Promotion Officer) should be absorbed at salary range 7 provided they meet the requirements as set out in PSR 2001, Chapter 1, Part V C.6.
- (b) Employees currently on salary range 7 and who are performing production level functions (Sports Promotion Officer) should remain on salary range 7.
- (c) Employees currently on salary range 8 and who are performing production level functions (Sports Promotional Officer) should be graded on salary range 7. These posts should be phased-out by departments as and when they become vacant. No future appointment on salary range 8 for Sports Promotion Officer will be allowed.

<p><b>Sports Promotion Officer:</b> To coordinate and implement sport and recreation programmes</p>	<p>6</p>	<p>All notches</p>	<p>Sports Officer (Production Level)</p>	<p>7</p>	<p><b>NB:</b> Translation is effected to the minimum notch.</p> <ul style="list-style-type: none"> <li>• Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform the work at this level.</li> <li>• Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.</li> </ul>
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<b>Sports Promotion Officer</b> To coordinate and implement sport and recreation programme	7	All notches	Sports Officer: (Production Level)	7	<b>NB:</b> Translation with retention of existing salary notch. <ul style="list-style-type: none"> <li>• Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform the work at this level.</li> <li>• Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.</li> </ul>
<b>Sports Promotion Officer:</b> To coordinate and implement sport and recreation programme	8	All notches	Sports Officer: (Production Level)	7	<ol style="list-style-type: none"> <li>1. Translation with retention of existing salary notches.</li> <li>2. Posts should be graded at salary level 7 if the functions set out in the job description for Sports Promotion Officer are performed.</li> <li>3. The job incumbent will retain his/her salary in line with PSCBC Resolution 3/2009.</li> </ol>

Filtered Rank Order Printout

FILTER ON

Job Title	RP	TD	KN	CM	EN	Score	Grade
137 Cultural Officer Co-ordination	7	6	4	4	2	428.30	7
138 Sport Promotion Officer Coordination	7	6	4	4	2	428.30	7

D

Job Report - CULTURAL OFFICER COORDINATION

RESPONSIBILITY

Human Resources

The postholder is not required to manage staff directly.

The postholder is not required to manage staff indirectly.

In addition to the above, the postholder is required to oversee or manage the following staff:

- Frequently.....11 - 20 staff

Financial Resources

The postholder has no responsibility for budgets.

Equipment

The postholder is responsible for the following equipment:

- Ancillary (cleaning equipment, hand tools etc)
- Office (PC, photocopier, OHP etc)
- Light vehicles (cars, vans, tractors etc)

The nature of the involvement is:

- Use or shared use
- Repair & maintenance (e.g. health and safety)
- Control of use by others

The value of the equipment described above is:

- Large - R(hundreds of thousands)

Stores & Livestock

The postholder is responsible for the following stores/livestock:

- Miscellaneous stores

The value of stores/livestock is:

- R hundreds of thousands

The postholder's responsibility covers:

- Uses stores
- Issues stores

Land & Buildings

The postholder does not have any responsibility for premises.

Job Report - CULTURAL OFFICER COORDINATION

Autonomy

Core responsibilities of the job from List 1 are:

- General clerical/administrative
- Specialist clerical/administrative

Core responsibilities of the job from List 2 are:

- Policy analysis and development

The structure of the job is best described as:

- Complex work content requiring occasional interpretation

Advisory Responsibility

The postholder is required to provide the following advice:

- Procedural.....Standard
- Technical/policy to colleagues.....Standard
- Technical/policy to staff at a higher level.....Standard
- Technical/policy to outside the Public Service.....Standard
- Department policy/strategy.....Standard
- Public Service policy/strategy.....Standard

The advice relates to a statutory function for which the Public Service is responsible.

Impact

The postholder's work directly influences:

- Own section.....Extensive
- Own division.....Extensive
- Own directorate.....Moderate
- Own department.....Limited
- Other departments.....Limited
- General public.....Moderate
- Private sector organisations.....Moderate
- Other Governments.....Limited

The type and extent of the post's impact is:

- Provision of poor advice to senior managers/colleagues....Moderate
- Impact on services provided to the General Public.....Extensive
- Impact on Public Service policy/line.....Moderate

Work Errors

Significant risk of error in the post is due to:

- Tight deadlines
- High work volumes
- Complexity

The majority of errors would be detected:

Job Report - CULTURAL OFFICER COORDINATION

- Within the division

The consequence of error is:

- Could involve time and or cost to correct

Errors are detected:

- Within the month

THINKING DEMANDS

Understanding Job Info

The job information received/issues considered usually concern:

- Several closely related subject areas

The postholder must regularly absorb and understand the following information/issues:

- Work instructions/guidance.....Standard
- Procedural.....Standard
- Technical/professional.....Standard
- Department policy/strategy.....Standard
- Public Service policy/strategy.....Standard

The information available to the postholder is:

- Mostly incomplete

The postholder is required to carry out the following analysis on information:

- Gather relevant information.....Frequently
- Analyse information and form conclusions.....Frequently
- Present results of analysis.....Frequently
- Identify areas for analysis and outputs required.....Sometimes

Problem Solving

Assistance or advice available to the postholder includes:

- Referral to a more senior experienced employee.....Always
- Standing instructions or procedures.....Always
- Technical or professional standards/guidelines.....Always
- Established precedents.....Always
- Narrow Policy guidelines.....Always
- Broad Policy.....Always

The following best describes the majority of conclusions made by the

Job Report - CULTURAL OFFICER COORDINATION

postholder:

- Range of options

Problem solving that is subject to deadlines are:

- Immediate..... Infrequent
- Daily..... Infrequent
- Weekly..... Frequent
- Monthly..... Frequent

Planning

The postholder's planning impacts the following areas:

- Own section
- Own division

Planning is guided by the following existing plans/precedents:

- Work processes
- Application of policy or procedures
- Resource allocation
- Project planning

Decision Making

The postholder is expected to take decisions or make recommendations in the following areas:

- Planning/organising own work
- Planning and prioritising the work of others
- Resolving most job problems with assistance (limited autonomy)
- Resolving job problems referred by others
- Recommending actions requiring minor resource commitment by others
- Recommending minor changes to policy

Creativity

The level of innovation/creativity required is:

- Basic.....On an individual basis
- Adaptive/Limited.....As part of a Team

KNOWLEDGE

Breadth of Knowledge

The range and depth of knowledge required is best described as:

- Knowledge of a wide range of work procedures and or processes



Job Report - CULTURAL OFFICER COORDINATION

Prior Experience

The post is an entry level post.

The postholder does not require any prior experience before entering the post.

Qualifications

The following minimum qualification is required for the post:

- Degree

Skills

The following specific skills are required for the job:

- Numeracy.....Basic
- Literacy.....Intermediate
- Driving.....Basic
- Language skills.....Basic
- Project management.....Basic

No specific skills are required for the job from List 2.

COMMUNICATION

Range of Contacts

The postholder's main contacts, as a requirement of their job, are:

- ~~Co-workers~~.....Daily
- Supervisor.....Daily
- Management.....Weekly
- Senior Management.....Monthly
- Other Departments.....Monthly

Additional contacts are:

- Students.....Monthly
- Prisoners.....Occasionally
- Private Sector Organisations.....Weekly
- General Public.....Weekly

Content of Communication

The postholder regularly has to communicate the following types of information:

- General Information.....Standard
- Procedural information.....Standard
- Technical/professional.....Standard

Job Report - CULTURAL OFFICER COORDINATION

- Department policy/strategy.....Standard
- Public Service policy/strategy.....Standard

Verbal Communication

The postholder requires the following communication skills:

- Routine exchange of information requiring .....Daily  
helpfulness and politeness
- Providing or obtaining information requiring simple ...Daily  
explanation
- Providing or obtaining information requiring .....Weekly  
difficult explanation
- Providing or obtaining sensitive information .....Monthly  
requiring tact and diplomacy, e.g. through  
interviews
- Influencing skills.....Weekly
- Formal presentation skills/public speaking.....Occasionally

Written Communications

The postholder is required to produce the following written communications:

- Routine notes/memos/letters.....Daily
- Routine reports.....Weekly
- Complex notes/memos.....Weekly
- Complex letters/press releases.....Occasionally
- Complex reports/technical papers.....Occasionally

ENVIRONMENT

Physical Environment

List 1: The majority of work is carried out in:

- Office
- Community

The postholder is not subject to any hostile or violent situations.

The postholder is not subject to any traumatic situations.

Physical Demands

The following physical demands are made on the postholder:

- Prolonged use of computer.....Monthly
- Driving.....Occasionally

The postholder is subject to the following unsociable conditions or hours:

- Additional hours.....Weekly

Job Report - CULTURAL OFFICER COORDINATION

- Week-end working.....Monthly
- Travel on business outside normal hours.....Weekly
- Working away from base (overnight).....Occasionally

Hazardous Conditions

The postholder is not exposed to any hazardous conditions.

(CULTURAL OFFICER COORDINATION)

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Job Report - SPORT PROMOTION OFFICER COORDINATION

RESPONSIBILITY

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Job Report - SPORT PROMOTION OFFICER COORDINATION

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Job Report - SPORT PROMOTION OFFICER COORDINATION

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Prior Experience

The post is an entry level post.

The postholder does not require any prior experience before entering the post.

Qualifications

The following minimum qualification is required for the post:

- Degree

Skills

The following specific skills are required for the job:

- Numeracy.....Basic
- Literacy.....Intermediate
- Driving.....Basic
- Language skills.....Basic
- Project management.....Basic

No specific skills are required for the job from List 2.

COMMUNICATION

Range of Contacts

The postholder's main contacts, as a requirement of their job, are:

- Co-workers.....Daily
- Supervisor.....Daily
- Management.....Weekly
- Senior Management.....Monthly
- Other Departments.....Monthly

Additional contacts are:

- Students.....Monthly
- Prisoners.....Occasionally
- Private Sector Organisations.....Weekly
- General Public.....Weekly

Content of Communication

The postholder regularly has to communicate the following types of information:

- General Information.....Standard
- Procedural information.....Standard
- Technical/professional.....Standard



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- Department policy/strategy.....Standard
- Public Service policy/strategy.....Standard

Verbal Communication

The postholder requires the following communication skills:

- Routine exchange of information requiring .....Daily helpfulness and politeness
- Providing or obtaining information requiring simple ...Daily explanation
- Providing or obtaining information requiring .....Weekly difficult explanation
- Providing or obtaining sensitive information .....Monthly requiring tact and diplomacy, e.g. through interviews
- Influencing skills.....Weekly
- Formal presentation skills/public speaking.....Occasionally

Written Communications

The postholder is required to produce the following written communications:

- Routine notes/memos/letters.....Daily
- Routine reports.....Weekly
- Complex notes/memos.....Weekly
- Complex letters/press releases.....Occasionally
- Complex reports/technical papers.....Occasionally

ENVIRONMENT

Physical Environment

List 1: The majority of work is carried out in:

- Office
- Community

The postholder is not subject to any hostile or violent situations.

The postholder is not subject to any traumatic situations.

Physical Demands

The following physical demands are made on the postholder:

- Prolonged use of computer.....Monthly
- Driving.....Occasionally

The postholder is subject to the following unsociable conditions or hours:

- Additional hours.....Weekly

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- Week-end working.....Monthly
- Travel on business outside normal hours.....Weekly
- Working away from base (overnight).....Occasionally

Hazardous Conditions

The postholder is not exposed to any hazardous conditions.

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