

## POSITION DESCRIPTION

### FACILITIES, SPORT & RECREATION OFFICER

<b>Award Classification</b>	Victorian Local Authorities Award 2001 – Band 6
<b>Directorate</b>	Community & Planning
<b>Reports to</b>	Manager Community & Culture
<b>Supervises</b>	Contractors as required
<b>Approved By</b>	Manager – Community & Culture

### OUR GUIDING PRINCIPLES

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

### POSITION OBJECTIVES

- Contribute to the development and achievement of unit, directorate and organisational goals and objectives, including those outlined in the Council Plan.
- Establish positive relationships with various key stakeholder groups to promote collaboration and collective impact both externally and internally.
- Have a strong customer service and community engagement focus.

### KEY RESPONSIBILITIES AND DUTIES

- Support the development of community facilities and sport and recreation across Strathbogie Shire.
- Establish strong working relationships with Valley Sport, Sport & Recreation Victoria, State sporting bodies and other relevant organisations to support development, access and inclusion to sport and recreation for across Strathbogie Shire.
- Review and monitor seasonal agreements with community groups/organisations for the use and management of Council facilities where required.
- Be a key liaison point for all sport, recreational and community facilities (including those not owned or managed by Council) and relevant Committees of Management.
- Advise community/recreation groups of relevant Council, State and Federal initiatives and funding opportunities and provide support to prepare submissions.
- Attendance at relevant local, regional and State meetings/conferences which are of relevance to key workplan objectives.
- Assist in facility planning of Council owned buildings/land areas in collaboration with Asset, Projects and Planning staff.
- Implement a Strathbogie Sport Strategy to provide leadership to all sporting clubs and organisations operating in Strathbogie Shire and develop masterplans across these facilities where applicable inline with the Sport Strategy.
- Be a key liaison point for Council’s Aquatic facilities and Friends of the Pool Committee.
- Support Council to take positive action towards achieving gender equity in the access and usage of community sports infrastructure.
- Provide advice and reports on Council facilities and Recreational spaces as required.

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### OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of their duties to prevent injury to themselves and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

### RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable to the Manager Community & Culture for the quality, effectiveness, cost and the timelines of work plans and programs and for the care of the assets being used.
- The freedom to act within Council policies and procedures.
- The freedom to act is governed by clear objectives, and/or budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans.

### JUDGEMENT AND DECISION MAKING

- Make decisions on matters, which are the responsibility of the position, provided that these are within delegated authority and Council policy.
- Exercise judgement when dealing with complex or technical issues and seek guidance and advice when required.
- The objectives of the work will be well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.
- Guidance and counsel are usually available within time in order to make a choice.

### SPECIALIST KNOWLEDGE AND SKILLS

- Understanding of the long-term goals of the unit in which they work and an appreciation of the long-term goals of the wider organisation.
- Understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.

### MANAGEMENT SKILLS

- Skills in managing time, setting priorities and planning and organising one's own work.
- Understanding and an ability to implement basic personnel policies and practices including those related to equal opportunity, occupational health and safety and employees training and development.

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### INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, members of public and other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Ability to write reports and to prepare external correspondence.

### QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in Community Development, Sports or Facilities, or lesser formal qualifications with work skills and relevant experience.
- Ability to manage contracts with external providers and contractors.
- Knowledge and experience in the development and implementation of plans and strategies.

### KEY SELECTION CRITERIA

#### ***Essential***

- Ability to manage time, set priorities and plan own work to achieve specific and set objectives efficiently within available resources and timeframes.
- Ability to work cooperatively and relate professionally and enthusiastically to a diverse range of people, both externally and internally.
- Well-developed report writing skills including knowledge of Microsoft office suite products.
- Skills in coordination, supervision/monitoring and planning, particularly in relation to sports development and facility management.
- Ability to manage contracts with external providers and contractors.
- Knowledge and experience in the development and implementation of plans and strategies.

#### ***Desirable***

- Understanding of volunteerism and sports development.
- Knowledge of Local Government functions.
- Knowledge of governance for clubs and associations.
- Knowledge of Project management, and capital replacement process.

### TERMS AND CONDITIONS OF EMPLOYMENT

The Facilities, Sport & Recreation Officer position is classified as a Band 6 within the Strathbogie Shire Council Enterprise Agreement 2023. The salary range for this position is within Band 6 plus superannuation in line with legislation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2023.

### SIGNATURES

#### EMPLOYEE

Name:

Signed:

Date: