RECREATION OFFICER
POSITION DESCRIPTION

DEPARTMENT/UNIT
Department: Community Services
Unit: Community Development
Position Number: 622102

REMUNERATION
Classification: Band 6 of Golden Plains Shire Council Enterprise Bargaining Agreement No: 7 2013
Salary range: $79,391 - $86,536 per annum plus applicable superannuation guarantee rate
Hours per week: 38
Appointment: Permanent full time
Prepared by: Louisa White, Community Development Manager
Approved by: Rod Nicholls, Chief Executive Officer
Date: October 2017

POSITION OBJECTIVES

- Develop healthy, vibrant and connected communities through increasing opportunities for participation in sport and recreation and active living.
- Provide guidance, advice and support to Council’s Management Entities and volunteer groups to ensure effective management and operation of key recreation facilities.
- Investigate and facilitate the development of partnerships between Council, key service providers, local communities, Management Entities and others to increase participation in physical activity through sport, recreation and active living.
- Facilitate the planning and development of recreation and community infrastructure and program initiatives in Golden Plains Shire.
- Provide input towards the development and implementation of Council’s Recreation Strategy, Open Space Strategy, Paths and Trails Strategy and other relevant Recreation plans.
ORGANISATIONAL RELATIONSHIPS

Reports to: Recreation Team Leader
Directly Supervises: Nil
Coordinates: Volunteers (as required)
Internal Liaisons: Community Services Unit, Senior Management, Works Unit, Councillors
External Liaisons: Management Entities, local clubs and organisations, the general community, regional recreation and community service providers and government departments (Sport and Recreation Victoria, Regional Development Victoria)

KEY RESPONSIBILITIES AND DUTIES

Recreation Planning

- Develop, implement and monitor master plans associated with the delivery of sport and recreation facilities.
- Identify and promote innovative approaches to facility management and operations.
- Ensure quality funding submissions are prepared in a timely manner to attract external funding for recreation and community infrastructure and program initiatives.
- Recommend priorities for resource allocation and development of sport and recreation facilities and services in Golden Plains Shire, based on identified community need.
- Monitor existing and projected community characteristics, in order to analyse and predict recreation and active living service needs for the community.
- Maintain knowledge of current planning and recreation trends and statistics in order to provide advice on sport, recreation and active living planning issues.
- Assist with the implementation of Council’s Recreation Strategy and other relevant Recreation Plans.
- Assist Management Entities in the planning and development of recreation and community infrastructure and program initiatives.
- Coordinate the review and renewal of management contracts, management agreements, leases and licences as required and make recommendations regarding the future management and operation of these facilities consistent with Council’s sport, recreation and active living objectives.

Build Capacity of Community Groups, Clubs & Management Entities

- Assist Management Entities in the planning and development of recreation and community infrastructure.
- Build capacity of management entities to provide good governance and increase the range and quality of participation initiatives in Council owned and managed recreation facilities.
- Promote effective working relationships between Council, residents, community groups and other key stakeholders.
Policy and Strategy Development

- Assist with the preparation of policies, strategies and guidelines that are responsive to community needs through a process of research and engagement.
- Provide input into Council’s corporate and strategic planning to ensure that future sport, recreation and active living needs are appropriately considered.
- Actively contribute to the planning and development of the Community Development Unit and Community Services Team.

Project Management

- Assist in the assessment of community/club capital works proposals.
- Coordinate the preparation of sport and recreation funding applications and ongoing reporting obligations to the relevant funding bodies.
- Work with the Works Department on the delivery of projects including monitoring of project budgets and liaison with internal and external stakeholders and the community.

Other Duties

- Represent Council’s strategic sport, recreation and active living interests in public forums including meetings with Government representatives, regional partners, property developers, sporting clubs, community groups and residents as required.
- Prepare draft Council reports, briefing papers, business cases and update databases.
- Undertake budget monitoring and assist the Team Leader with the management of the Recreation budget.
- Support and assist other staff in the department, in order to achieve individual, departmental and corporate objectives.
- Actively contribute to the planning and development of the Community Development Unit.
- Other duties within the scope of the employee’s skills, competence and training as directed.

Corporate Responsibilities

- Promote excellence in customer service and in conjunction with the Unit Managers, identify, review and implement strategies to improve service quality and efficiency.
- Maintain strong team relationships among colleagues and community groups, on a formal and informal basis, across all Council functions.
- Ensure the security of Council’s property and assets and maintain a commitment to the care of all Council’s property and assets.
- Provide administration, logistics and specialist support and advice during CEO identified emergency events.
- Comply with Council policies and procedures.
**General Responsibilities**

Attend relevant training programs approved by the Unit Manager.

**ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The position manages resources, provides specialist advice to clients and has input into the development of policy.

In providing advice, freedom to act is subject to regulations, policies and regular supervision. The effect of decisions and actions on individual clients may be significant but is subject to review by the Recreation Team Leader or Community Development Manager.

In managing resources, freedom to act is governed by clear objectives and budgets with a regular reporting mechanism to ensure that goals and objectives are achieved.

In providing input to policy development, the work is of an investigative and analytical nature with freedom to act prescribed by the Recreation Team Leader or the Community Development Manager.

**JUDGEMENT AND DECISION MAKING**

The nature of the work is specialised in the recreation industry, with methods, procedures and processes developed from theory and precedent. The work involves improving methods and techniques generally based on previous experience, and problem solving is based on the application of these techniques to new situations. Guidance and advice are usually available.

**SPECIALIST SKILLS AND KNOWLEDGE**

The position requires:

- An understanding of and proficiency in the application of theory in the recreation field, including the underlying principles as distinct from the practices.

- Analytical and investigative skills sufficient to contribute towards the development of the Council’s Recreation Strategy plan and related policies.

- An understanding of the long term goals of the Community Services Unit and of the relevant policies of both the Unit and the Golden Plains Shire Council.

- The ability to identify and respond to community / stakeholder needs and expectations.

- Familiarity with the principles and practices of budgeting techniques.

**MANAGEMENT SKILLS**

The position requires:

- The ability to manage time, set priorities and plan and organise work so as to achieve specific and set objectives efficiently with the resources available and within a set timetable.

- An understanding of occupational health and safety principles with the ability to apply these principles into the advice and guidance provided to Management Entities and volunteers.
INTERPERSONAL SKILLS

The position requires:

- The capacity to gain co-operation and assistance from clients, members of the public and other employees in the administration of recreation programs and activities.
- The ability to liaise with their counterparts in other organisations to discuss specialist matters and with other employees within the Council to resolve intra-organisational problems.

Interpersonal skills shall be used in the context of:

- Facilitation, influencing and negotiation;
- Presentations and community consultation;
- Building community networks; and
- Oral and written communication.

QUALIFICATIONS AND EXPERIENCE

The skills and knowledge required for this position are beyond those normally acquired through tertiary education alone.

Typically, they would be gained through completion of a degree or tertiary diploma qualification in the recreation or leisure field along with some relevant experience.

SELECTION CRITERIA

- Solid skills and experience in recreation planning
- Strong skills and experience in facility management.
- Sound knowledge and experience in building the capacity of community organisations, clubs and management entities.
- Experience in using interpersonal skills to work collaboratively with community organisations and Management Entities.
- High level written communication skills with experience in preparing grant submissions, operational reports and databases.
- Excellent project management skills.
- An ability to contribute and work effectively in a team environment and across Council departments.
- Understanding of local government and the communities’ relationship with local government.

OCCUPATIONAL HEALTH AND SAFETY

Council is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Council policies and procedures. In addition, employees are expected to:
- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement by contributing to the Safety System within the Department.
- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.

**RISK MANAGEMENT**

Employees are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability and professional indemnity). Employees are expected to:
- Participate in risk assessments.
- Demonstrate an understanding of, and a commitment to, Council’s Risk Management Standard Operating Procedure.
- Report all hazards and incidents of which they become aware.

**EQUAL OPPORTUNITY**

Golden Plains Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

**PRIVACY AND CONFIDENTIALITY**

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy and Data Protection Act, the Health Records Act and Council’s Information Privacy and Health Records policies.

Both during and after employment with Council, employees must not:
- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

**OTHER REQUIREMENTS**

- As a Community Services employee, attendance at regular evening meetings and occasional weekend workshops is a core component of the position. Meeting attendance will form part of the core 38 hours per week. Where weekly hours are expected to exceed 38, time in lieu may be worked with prior approval of the Team Leader/Manager. Time in lieu will be hour for hour. Time in lieu shall be recorded and taken in accordance with the EBA.
- Employment is subject to a satisfactory 6 month probationary period.
- Employees must comply with Golden Plains Shire Council’s Employee Code of Conduct.
- Completion of a pre-employment Disclosure of Pre-existing Injury or Disease form.
- A current Australian driver licence.
- A satisfactory National Criminal History Check.
- Maintenance of a current Working with Children Check.
- Ability to provide relevant qualifications upon request.
FURTHER INFORMATION AND APPLICATION DETAILS

Further enquiries can be directed to Louisa White on (03) 5220 7145.

Applications close 9.00am Monday 13 November 2017 and must address the Selection Criteria. They are to be addressed to the attention of:

Mr Rod Nicholls  
Chief Executive Officer  
Golden Plains Shire Council  
PO Box 111  
BANNOCKBURN VIC 3331

Applications should be submitted via Council’s online recruitment website. If access to the website is unavailable, applications can be emailed to enquiries@gplains.vic.gov.au

PLEASE NOTE:
Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council 6 months after being received. Requests for access or correction should be made to Council’s Privacy Officer.