

Position Profile

Sporting Facility and Recreation Officer

Council Vision

We are a welcoming and inclusive community that values its heritage and natural environment.

Purpose

Let us build for posterity.

Culture Brand

A place people choose to work.

Values

Respect
Accountability

Innovation
Teamwork

Customer Driven
Well-Being

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| TITLE: | Sporting Facility and Recreation Officer |
| CLASSIFICATION: | Level 5-6 CONTRACT (<i>Dependent on experience & qualification</i>) |
| POSITION OBJECTIVE: | |
| <p>The Sporting Facility and Recreation Officer is Council's primary point for ensuring effective engagement and working relationships with clubs and organisations, reserve users, agency and industry representatives and the community.</p> | |

1. REPORTING RELATIONSHIPS

- This position reports to the Manager Property & Facilities
- The position works closely with external stakeholders.
- There are no staff reporting to this position.

2. POSITION DETAILS

Under general direction, the role is accountable for developing effective working relationships with clubs and organisations, reserve users, agency and industry representatives as well as the community, which includes:

- Ensure effective engagement occurs with the community, stakeholders including relevant government and non-government organisations and Council staff.
- Develop and implement effective communication strategies for individuals, community groups, staff, elected members and other stakeholders as appropriate, within projects that facilitate effective working relationships, informed decision making and responsiveness.
- Contribute to a coordinated response to customer requests in relation to recreation facilities and programs, in line with the Asset Management Plan, strategic objectives, business plans and budgetary constraints.
- Monitor and action as required requests for maintenance and renewal of Council buildings, in line with the Asset Management Plan, Annual Business Plan and strategic objectives.
- Contribute to the development and implementation of Recreation and related Plans, strategies and policies relating to sport and recreation.
- Coordinate Council's management of sporting club leases and licences, including conditions, fees, maintenance schedules and renewals.
- Assist local sporting and recreation groups to develop their knowledge, skills and capacities, with a view to sustainability and independence.
- Assist in the development and implementation of policies relevant to the use and development of Council's sport and recreation facilities.
- Undertake projects and perform other duties assigned by the Manager.
- Proactively contribute to specific change management strategies based on an understanding of the organisational culture.
- Initiate and be actively involved in continuous improvement initiatives as required.
- Comply with the City of Mitcham's Culture Brand and associated elements and behaviours.

3. PERSONAL CRITERIA

Qualifications

- Tertiary qualifications in Recreation Planning or equivalent - **highly desirable**
- Holds an unencumbered Australian drivers licence - **essential**

Experience & Knowledge

- Extensive experience in community engagement and working with community to achieve shared outcomes - **essential**.
- Experience engaging and negotiating with sporting and recreation and community groups - **essential**.
- Thorough knowledge of community consultation and engagement processes with particular emphasis on providing services within planning and budgetary constraints, and at the same time addressing community need - **essential**.
- Knowledge of trends and issues relating to open space, recreation and sport and community participation in recreation.
- Knowledge of legislation relating to open space, recreation and sport and other relevant policies in relation to use of and management of Council land.
- Knowledge of community capacity building in order to further encourage ongoing participation in recreation and sporting opportunities, and the sustainability of recreation and sporting groups.
- Knowledge of funding submission mechanisms and sources.
- Experience in project management, project budgets, project development, implementation and evaluation.
- Proficient in the use of Microsoft Office – **essential**.

Personal Capabilities

- Highly self-motivated with the ability to establish credibility and gain the confidence of a wide range of people from diverse backgrounds – **essential**.
- Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals – **essential**.
- Ability to prioritise workload and meet set timelines.
- Ability to be creative, innovative and flexible and readily accommodate change.
- Analytical, problem solving, and decision making skills with an ability to explore new and innovative ways to do business using creative solutions.
- Ability to appropriately exercise initiative and judgement in providing input and advice on projects and to the community.
- Demonstrated commitment to continual professional and personal development.
- Ability to work independently and as part of a team.
- Ability to share expertise and information freely.

4. WORK HEALTH & SAFETY RESPONSIBILITIES

- Cooperate with any reasonable policy or procedure relating to WHS.
- Take reasonable care in regard to work health and safety.

- Avoid adversely affecting the health and safety of any other person through any act or omission at work.
- Ensure that they are not in such state (due to alcohol or drugs) as to endanger their own safety at work or the safety of any other person.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of employees.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Comply with the use and utilisation of appropriate personal protective equipment.
- Participate in activities associated with the management of workplace health and safety policies, procedures and management systems.
- Support and use appropriate consultative structures.

5. SPECIAL CONDITIONS

- A National Police Clearance is required to be undertaken by all new employees and employees appointed to prescribed positions, and will be renewed every three (3) years thereafter.
- Some after-hours work will be required, such as occasional attendance at Council meetings, briefings and community and club meetings.

6. ACKNOWLEDGEMENT

| | | | |
|----------------|-------|-----------------|-------|
| Employee Name: | _____ | Direct Manager: | _____ |
| Signature: | _____ | Signature: | _____ |
| Date: | _____ | Date: | _____ |



Building a great community

A place people choose to work

*To deliver upon our promise to our customers and ourselves,
we are committed to creating a culture in which we:*

ARE VALUED AND SUPPORTED AS INDIVIDUALS

- We are given the opportunity to do new things and expand knowledge.
- We are given credit for ideas.
- We are flexible and recognise the needs of individuals.
- We are empowered to manage our own workloads and associated decisions.
- We communicate positive feedback.

TAKE OWNERSHIP AND DELIVER UPON OUR PROMISES

- We take responsibility for our actions.
- We hold ourselves accountable.
- We deliver our services to the highest possible standard.
- We do what we say we will do.

THINK INNOVATIVELY AND FOCUS ON CREATIVE SOLUTIONS

- We are open to new ideas.
- We are encouraged/supported to express our ideas.
- We are solutions-focused.
- We continually look for ways to improve systems and services.

ARE RESPECTFUL OF OTHERS

- We respect the uniqueness of individuals.
- We are transparent in our communication.
- We are non-judgemental in our dealings with others.
- We are courteous and acknowledge each other.
- We act in the best interests of our customers.
- We respect the opinions and ideas of others.

ARE RECOGNISED FOR OUR POSITIVE CONTRIBUTIONS

- We understand that individuals like to be recognised differently.
- We are committed to recognising positive contributions of all staff.
- We are committed to an organisational program to support this.
- We celebrate achievements.

WORK COLLABORATIVELY TO DELIVER THE BEST OUTCOMES

- We work together/in partnership to achieve our goals.
- We seek the input of others in matters that impact them.
- We share our expertise and knowledge freely.
- We are transparent in our communication
- We actively listen to others.

ARE PROACTIVE IN DELIVERING A HEALTHY AND SAFE WORK ENVIRONMENT

- We balance life and work.
- We recognise that mental health is as important as physical health.
- We all contribute to a safe workplace.
- We commit to all relevant training.
- We continually look for ways to improve systems.

ENJOY WORKING TOGETHER

- We contribute to a friendly and energetic working environment.
- We support and encourage one another.
- We create opportunities for celebration and camaraderie.
- We are empowered to make a difference to our customers.

City of Mitcham Culture Brand and our staff's Personal Contribution Criteria
Above is our Culture Brand and associated elements and behaviours. These are assessed on an ongoing informal basis, and formally through the MyPlan process.