



Position Description

Position No:	R2305
Position Title:	Sport and Recreation Development Officer
Incumbent:	Vacant
Branch:	Leisure & Cultural Services
Department:	Community

Employment Conditions

Salary and Entitlements

The salary is based on Band 6 in accordance with Mildura Rural City Council's Enterprise Agreement and Local Government (Long Service Leave) Regulations 2012.

Payment of Wages

Payment will be made fortnightly directly to a banking institute of your choice.

Hours of Work

160 hours within a four (4) week work cycle with one rostered day off per twenty days.

Superannuation

In accordance with Superannuation Industries Supervision Act.

Child Safe Organisation

Council is a child safe organisation and as such, applicants may be required to hold a Working with Children Check. Applicants may also be required to undergo a National Criminal History check.

Equal Employment Opportunities (EEO)

Council's policy is to ensure the absence of discrimination in employment.

WorkCover Arrangements

As a condition of appointment to this position, the appointee must disclose any pre-existing illnesses or injuries which may prevent them from carrying out the duties of their position. This disclosure must be made prior to employment and the employee must then undertake a medical examination with a Registered Medical Doctor, failure to do this may remove the appointee's entitlement to any future WorkCover compensation.

Organisation Structure and Principles:

Mildura Rural City Council's organisational structure has four functional departments: Executive led by the CEO, and Corporate, Community and Development led by General Managers.

All employees have a responsibility to act in accordance with the Code of Conduct and are expected to follow the principles of Business Excellence (Appendix 1) in how they go about their duties at Mildura Rural City Council.

1. Organisational Relationships:

1.1 Supervisor

- Recreation Development Coordinator

1.2 Direct Reports

- Nil

1.3 Internal

- Building and Environmental Services
- Engineering Services
- Community Futures
- Parks Services
- Mildura Sporting Precinct
- Asset Services

1.4 External

- Mildura Recreation Reserve Advisory Group, Old Aerodrome Ovals Advisory Group and other Council / user Committees which may be developed
- Recreation / sporting groups within the community
- Other recreation service providers in the community
- Government Departments associated with Recreation / Community development

2. Position Objectives:

2.1 Provide assistance and report to the Recreation Development Coordinator within the Community Department. The position also works closely with Council's Building and Environmental Services, Parks and Gardens, Works and Infrastructure Services and Asset Services staff.

2.2 To provide direct two-way communication links between sport and recreation organisations and Council in relation to managing the development of recreation facilities and projects.

2.3 Support and advise sports administrators to encourage greater participation by females, older adults, people with a disability, young people, indigenous groups, remote rural residents and other cultural and gender diverse groups (Target Groups).

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- 2.4 To work with, assist and provide information to the general community in their utilisation and development of Council recreational facilities and public open space and in encouraging accessible recreational participation.
- 2.5 To develop, implement and monitor Council's Recreation Services according to Council's corporate goals and Recreation Strategy.

3. Key Responsibilities and Duties:

3.1 Planning and Policy

- Monitor existing and projected community characteristics to analyse and predict recreation facility needs.
- Coordinate the review, implementation and monitoring of Recreation master plans and strategies for Mildura Rural City Council.
- Provide advice for the development of funding submissions within the recreation services area.
- Coordinate Council's financial support to clubs and committees of management.
- Assist with the development, review and implementation of Council Policies that relate to recreation services.

3.2 Organising and Operating

- Develop sport and recreation facilities to meet service standards, safety and ability to meet community needs.
- Develop positive communication channels to ensure community recreation/sporting groups are advised of Council, State and Federal Government initiatives.
- Ensure that a strong customer service focus exists within recreation services.
- Manage Funding Agreements and reporting requirements with external funding bodies.
- Develop written reports to Manager Leisure & Cultural Services, Recreation Development Coordinator, relevant funding bodies and Council on the operation of recreation services and identifying issues in the planning and policy process.

3.3 Interaction

- Represent Council at appropriate forums.
- Liaise with other internal service providers to ensure recreation objectives are met.
- Provide support and advice to sport and recreation organisations to develop their capacity to be welcoming and inclusive organisations.
- Partner with external organisations to develop/deliver programs that address equity issues.
- Communicate with peak bodies to facilitate accessible programs.

3.4 Corporate

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- To ensure that Council's image is enhanced and protected by performing all duties in a courteous, efficient and professional manner.
 - To inform management of any issues likely to adversely affect the performance, image or public perception of the organisation.
 - To adhere to Occupational Health and Safety Guidelines and use all necessary safety equipment provided and to report any defect in any such equipment as soon as it comes to your attention.
 - To complete all personal documentation, eg., leave applications, sick leave advice, change of address, etc., accurately and promptly and provide same to your immediate supervisor.
 - To participate in annual Performance Reviews.
 - To be respectful, encouraging and helpful to all fellow employees and observe the principles of equal opportunity.
 - To refrain from making public statements or issuing comments to the media unless specifically authorised by the Department Manager.
 - To ensure due care is exercised in the use of equipment issued or entrusted, and that proper maintenance is carried out on a regular basis.

4. Accountability and Extent Of Authority:

- 4.1 This position is responsible for coordinating the development of recreation facilities in accordance with Council's Strategic Plans. Advice from the Recreation Development Coordinator or Manager Leisure & Cultural Services would usually be available.

5. Judgement and Decision Making:

- 5.1 The position is required to assist the operational service provision of the recreation area of Council.
- 5.2 This position requires significant problem solving ability to deal with specialised recreation service issues.
- 5.3 Guidance and advice would usually be available from the Recreation Development Coordinator or Manager Leisure & Cultural Services.

6. Specialist Skills and Knowledge:

- 6.1 Project Management skills and experience.
- 6.2 Knowledge, experience and ability in the provision of recreation services and facilities.
- 6.3 Knowledge of the local government operating environment.
- 6.4 Ability to develop, implement and monitor budgets.
- 6.5 Ability to develop and implement relevant master plans and strategies to the address need for facilities.
- 6.6 Ability to train and coach organisations in areas to develop the skills of volunteers.

7. Management Skills:

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- 7.1 Significant skills and experience in managing time, planning and organising work and setting priorities over extended time frames.
 - 7.2 Management of external contracts and projects to meet tight deadlines.

8. Interpersonal Skills:

- 8.1 Ability to liaise effectively with the community and with fellow staff.
- 8.2 Significant influencing skills
- 8.3 Excellent verbal and written communication skills.
- 8.4 Ability to work in and significantly contribute to the Leisure and Cultural Services team.

9. Qualifications and Experience:

- 9.1 Tertiary qualifications and / or experience in a sport / recreation discipline or associated field such as community development or project management is preferred.
- 9.2 Experience in the operation of sporting and recreation organisations and how this relates to local government.
- 9.3 Knowledge of the current sporting environment at a National, State, and local level.
- 9.4 Experience in the development and delivery of projects that are externally funded.
- 9.5 Experience in developing partnerships with organisations and influence their ability to deliver programs that address equity issues and facilitate accessible programs.
- 9.6 Current driver's licence.
- 9.7 Hold a current satisfactory Police Check or willing to obtain prior to employment.

10. Occupational Health & Safety Responsibilities:

Employees will:

- 10.1 Take reasonable care of his or her health and safety.
- 10.2 Take reasonable care of the health and safety of persons who may be affected by their acts or omissions in the workplace.
- 10.3 Cooperate with his or her employer with respect to any action taken to comply with the requirement imposed by or under the Act or Regulations.
- 10.4 Work in a safe manner and adhere to all safe working procedures and practices.
- 10.5 Encouraging others to work in a safe manner.
- 10.6 Participate in a consultation process ensuring discussion, sharing and recording of relevant OH&S information.
- 10.7 Report of all workplace injuries or incidents to your supervisor and complete the incident/injury report form at the time of the incident.
- 10.8 Report or rectify any unsafe acts or conditions that come to their attention.

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- 10.9 Be responsible for the correct use and maintenance of appropriate safety clothing and personal protective equipment as required.
 - 10.10 Maintain security of site, plant and equipment.
 - 10.11 Participate in OH&S training and activities in a positive manner.

11. Selection Criteria:

Essential core competencies required:

- 11.1 Tertiary qualifications and/or experience in a sport / recreation discipline or associated field such as community development or project management
- 11.2 Experience in the delivery of sport and recreation and how this relates to local government.
- 11.3 Knowledge of the current sporting environment at a National, State and local level.
- 11.4 Experience in the development and delivery of projects that are externally funded.
- 11.5 A demonstrated ability to develop positive relationships and establish constructive communication channels with volunteers.
- 11.6 Experience in developing partnerships with organisations and influence their ability to deliver programs that address equity issues and facilitate accessible programs.
- 11.7 Current driver's licence.
- 11.8 Hold a current satisfactory Police Check or willing to obtain prior to employment.

Appendix 1:

Employees of Mildura Rural City Council were involved in the development of a core set of five values to support the Principles of Business Excellence. This position will be following the values and principles in the operation of the Community Department.

Mildura Rural City Council's Values

RESPECT

We will be respectful towards others and value differences.

HONESTY

We will be ethical and open.

INTEGRITY

We will be reliable and trustworthy in all that we do.

TRANSPARENCY

We will be objective and fair in our communications and decisions.

ACCOUNTABILITY

We will be consistent and responsible for our actions.

Mildura Rural City Council's "Principles of Excellence"

PRINCIPLE 1: LEADERSHIP

Clear direction and mutually agreed plans enable organisational alignment and a focus on the achievement of goals.

PRINCIPLE 2: CUSTOMERS

Understanding what customers and other stakeholders value, now and in the future, enables organisational direction, strategy and action.

PRINCIPLE 3: SYSTEMS THINKING

All people work in a system. Outcomes are improved when people work on the system and its associated processes.

PRINCIPLE 4: PEOPLE

Engaging people's enthusiasm, resourcefulness and participation improves organisational performance.

PRINCIPLE 5: CONTINUOUS IMPROVEMENT

Innovation and learning influence the agility and responsiveness of the organisation.

PRINCIPLE 6: INFORMATION AND KNOWLEDGE

Effective use of the facts, data and knowledge leads to improved decisions.

PRINCIPLE 7: VARIATION

Variation impacts predictability, profitability and performance.

PRINCIPLE 8: CORPORATE AND SOCIAL RESPONSIBILITY

Sustainable performance is determined by an organisation's ability to deliver value for all stakeholders in an ethically, socially and environmentally responsible manner.

PRINCIPLE 9: SUSTAINABLE RESULTS

Leaders determine the culture and value system of the organisation through their decisions and behaviour.