

Position Description

Recreation Project Officer

25 May 2023

Position Number

500493

Directorate

Advocacy and Communities

Department

Community Planning and Delivery

Reports to

Recreation and Open Space Coordinator

Classification

Band 6

Employment Status

Permanent Full Time

Location

Broadford

About the role

- To actively support opportunities for the community to participate in physical activity, sport, recreation, leisure and play.
- Identify and implement services and programs to improve community opportunities for active recreation.
- To actively contribute to the planning, development and delivery of services, programs and facility improvements.
- Liaise with relevant stakeholders in relation to the development and implementation of sport and recreation infrastructure projects, services and programs that increase community participation in physical activity.
- To lead the unit's risk management program.

Key responsibility areas

Service and facility planning, development and delivery

- Actively contribute to the development and implementation of Council's sport and recreation service planning, including the development and delivery of longer-term prioritised capital works programs.
- Actively contribute to the development and improvement of Councils recreation facilities.
- Develop external funding submissions for priority projects and be responsible for ensuring compliance with grant requirements, including acquittals.
- Contribute to the development of asset management plans relating to recreation, sport and open space services.

- Liaise with, and provide advice to, recreation facility Committees of Management and users regarding facility improvement proposals and projects.
- Research, monitor and keep up to date with relevant government policies and legislation that affects the provision of recreation and sport.
- Identify, develop, implement and review sustainable recreation facility development programs.
- Liaise with contractors and staff to achieve objectives and goals taking account of organisational practices.
- Suggest solutions to problems and identify opportunities taking into account the goals and values of the organization.
- Contribute to the promotion, review and implementation of the strategic direction for sport and recreation.
- Ensure that projects are delivered on time, within budget and to the appropriate quality standard while adhering to existing decision making, procurement and other processes.

Service support and community development

- Assist with the preparation, negotiation and implementation of Funding and Service Agreements (FASAs), leases and longer-term licence agreements with community groups/organisations for the use or management of Council's recreation and leisure facilities.
- Monitor compliance with the requirements of leases and longer-term licences.
- Assist in the implementation and review of Council's sport and recreation strategies and service plans.
- Coordinate the preparation of project risk management plans and oversee and monitor the implementation of project risk treatments.
- Assist with the development, implementation and review of the unit's operational policies and procedures.
- Liaise effectively with recreation and sporting bodies in the community and region in relation to target groups to support the development of innovative models to encourage greater participation in active recreation within the Mitchell Shire Council.
- Collaborate with key internal and external stakeholders to develop recreation and sport project partnerships.
- Work in collaboration with other internal partners on projects and special initiatives that promote an integrated and innovative approach to active participation in sport and recreation.

Other Duties

- Responsibilities and duties included in this position description are subject to the multi-skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.

About you

Key Selection Criteria

1. Demonstrated understanding of industry best practice and contemporary leisure and recreation service trends and issues, in particular their implications for local government services.
2. Experience in contributing to the development and delivery a sport and recreation capital works program.
3. Project planning and project management experience, including budget management, time management, risk management and occupational health and safety.
4. Experience with external funding submissions for capital projects and compliance with funding requirements including acquittals.
5. Experience in the development of asset management plans for sport and recreation infrastructure, particularly in the context of greenfield sites.
6. Demonstrated ability to build and sustain effective relationships with a broad range of stakeholders and partners including well developed communication, presentation and facilitation skills.

Pre-employment check

- National Police Check
- Valid Victorian driver's licence
- Working with Children Check

About Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

As we grow, we will be leaders in protecting the environment and preserving the country feel and livability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



**Working
Together**



Respect



**Customer Service
Excellence**



Accountability



**Continuous
Improvement**

Structure

Mitchell Shire Council is broken into three Directorates being:

- Advocacy and Communities
- Economy, Growth and Infrastructure
- Organisational Performance

Position requirements

Accountability and Extent of Authority

- Accountable to the Recreation and Open Space Coordinator for the performance of key responsibilities detailed above.
- To provide input into the development of Council's policies and strategies for the provision of sport and recreation services.
- Responsible for contributing to the development of the Recreation and Open Space Unit's longer term capital works programs and delivery of allocated capital works projects.
- Responsible for ensuring that grant submissions are accurate and that any conditions of secured grants are met, including acquittals.
- Ensure projects are completed within specified timelines and budgets.
- Assist in the preparation of the Open Space and Recreation Unit's annual and longer-term budgets.
- Contribute to the development of strategic service and business plans for the Community Planning and Delivery Department and Recreation and Open Space Unit.

Judgement and Decision Making

- Must be able to recognise issues and use initiative to identify creative solutions.
- Ability to identify trends and opportunities to further develop sport, recreation and leisure opportunities in Mitchell Shire.
- Guidance and advice is usually available to support decision making.
- Effectively develop and implement relevant work programs, including capital works and service delivery programs.
- Adherence to Council policies and procedures.

- To provide advice, assistance, guidance and information within Council's objectives and budget parameters.
- Authority to expend budgeted funds in programs/projects relevant to the position and in accordance with Council's procurement policy and procedures and delegated authorities to the position.
- The adoption and implementation of safe working practices.
- Ability to develop operational procedures and the implementation of techniques to support the development of recreation services in Mitchell Shire.

Specialist Skills and Knowledge

- An understanding of contemporary sport, leisure and recreation services trends and issues.
- Project management experience, including budget management and occupational health and safety.
- Demonstrated ability to manage time, prioritise, plan and organise work, including unforeseen work.
- Well-developed report, submission and policy writing skills.
- An understanding of contemporary service and asset management planning.
- Demonstrated understanding of risk management issues and processes in the management of sport, recreation and community facilities.
- The capacity to contribute to the development of plans and strategies
- Proficiency in the use of technology, including MS Office, GIS and database applications.

Management Skills

- Program development and project management skills.
- An ability to manage time, establish priorities, plan and organise work.
- An ability to work alone and in a team environment.
- An ability to achieve specific and set objectives in the most efficient way possible within a set timetable.
- An ability to identify any emerging issues or concerns and either solve them or escalate these if necessary.

Interpersonal Skills

- Well-developed presentation skills and experience in working with and facilitating group and/or committee processes.
- Well-developed community engagement skills.
- Ability to communicate and negotiate well with Council staff, community groups, residents, contractors, statutory authorities and other stakeholders to achieve effective outcomes.
- Well-developed written skills and experience in developing clear and succinct reports, submissions and policies.

Qualifications and Experience

- Tertiary qualification in recreation, or related discipline combined with relevant industry experience. Candidates who do not have the required qualification but have more substantial knowledge, skills and experience will still be considered and are encouraged to apply.
- Demonstrated capacity to contribute to the development of recreation and open space policies, strategies and plans.
- Demonstrated capacity to communicate effectively with a wide range of people.
- Well-developed negotiation, facilitation and influencing skills.
- Demonstrated understanding of contemporary trends and emerging issues in activating spaces.
- Victorian Driver's Licence

Desirable

- Previous experience in the local government sector.
- Knowledge of relevant legislation and regulations.
- Ability to demonstrate innovative and creative approaches to service delivery and the execution of tasks.
- An understanding of occupancy and/or service agreements in the local government context.

Application Process

Applications close on **Monday 12 June, 2023 at 5.00pm AEST**.

Please ensure that you follow the process for submitting an application, as failure to do so may result in it not being considered. Applicants should apply to hello@recpeople.com.au and any telephone contact can be made to **Mandy Nolton** from Rec People on **0400 679 433**.

Please note: Only electronic applications to hello@recpeople.com.au will be accepted.

A. All applicants are requested to include the following details in their application:

1. A **covering letter** which states the position you are applying for and why you are interested in the role;
2. A **current resume** which includes personal details, educational achievements and experience and responses to the Key Selection Criteria (see below).
3. Written examples that address the **Key Selection Criteria (KSC)** as stated in the position description (applications that do not address the KSC may not be considered). No more than half a page per response to KSC is required.

B. Applicants must be either permanent residents of Australia or supply evidence that they have the right to work in Australia.

- C. Applicants should be prepared to attend a personal interview/s at their own cost if required to. Additionally, applicants may be asked to undertake skills testing, cognitive ability, work sample, aptitude or psychometric tests.
- D. The personal information you have provided will be used to assess your applications for employment. You have been requested to provide this information to enable the organisation to compare your application to others, and verify statements made. In submitting an application for this position, you are giving your consent for the organisation to use the information in assessing the application for this position. Relevant parts may be disclosed to persons or organisations you have identified as current or former employers, referees or others who may be able to assist Council in assessing your application. However, formal reference checking as part of the final selection process will not commence without your knowledge. Information provided may also be disclosed to authorities such as immigration, licensing, educational or other organisations where you have made a statement or indicated a qualification, license or endorsement that may need verification.
- E. Prior to commencement the successful applicant will be required to provide original copies of all qualifications, endorsements or licenses (or satisfactory proof of such), and a copy of all such qualifications etc. shall be made and kept on the employee's file.
- F. As part of the selection process, the recommended applicant(s) may be required to undertake a pre-employment police, security and/or a medical examination with a doctor appointed by the organisation to determine their suitability and ability to carry out the inherent requirements of the position.
Note: *Failure to disclose the information required or making false or misleading disclosures, may disqualify you from any Workers' compensation entitlements (section 82 Accident Compensation Act) or may breach the employment contract.*
- G. Canvassing Councillors either directly or indirectly for employment will disqualify prospective applicants for positions with Council.
- H. At Mitchell Shire Council, diversity, equity, and inclusion are at the core of how we work. Our commitment to these values is unwavering, they are central to our mission, to our impact and to help us better serve our community. We know that having varied perspectives and lived experiences helps generate better ideas to enable a diverse, inclusive and connected community.
- I. Mitchell Shire Council encourages applications from candidates of all backgrounds, including Aboriginal and Torres Strait Islander peoples and people of colour. We value people of all abilities and diversity of culture, faith, gender identity and sexual orientation. We welcome unique contributions and perspectives of all people to ensure our workforce is representative of the communities we work with and live in.
- J. Mitchell Shire is committed to providing a safe working environment that embraces and values child safety, and thorough 'Safety Screening' processes apply.
- K. To work at Mitchell Shire Council, you will be required to supply proof of work rights, a Victorian Employee Working with Children Check and comply with Child Safety standards. All employees are

required to undertake an Australian Criminal History Check and may be required to complete a Functional Health Assessment.

- L. Council requires all employees to be fully vaccinated against COVID-19 as outlined in the Staff COVID-19 Vaccination Policy.

Position Requirements

You will need to indicate in your application that you meet the following conditions for your application to be considered further:

- A relevant tertiary qualification and significant relevant experience in a relevant specialised field. Lesser formal qualifications together with extensive and diverse experience, or intensive specialist experience will also be considered.
- A current National Police Check.
- A current Working with Children Check Card (or willingness to obtain one)
- A current Victorian Driver's Licence (or willingness to obtain one)

Key Selection Criteria (KSC)

Please provide a written response to the following KSC using examples from your past experiences. No more than half a page per response is required. Tell us stories about your experiences whether they be good or bad and any learnings that you took from the experience.

1. Demonstrated understanding of industry best practice and contemporary leisure and recreation service trends and issues, in particular their implications for local government services.
2. Experience in contributing to the development and delivery a sport and recreation capital works program.
3. Project planning and project management experience, including budget management, time management, risk management and occupational health and safety.
4. Experience with external funding submissions for capital projects and compliance with funding requirements including acquittals.
5. Experience in the development of asset management plans for sport and recreation infrastructure, particularly in the context of greenfield sites.
6. Demonstrated ability to build and sustain effective relationships with a broad range of stakeholders and partners including well developed communication, presentation and facilitation skills.

Interpersonal Skills/Personal Attributes

You will need to have the following skills and attributes to perform well in the role. You do not need to provide a written response to these skills but be aware that they are crucial to the success of the position.

- Outstanding communication skills – oral and report writing, with the ability to communicate effectively with a range of audiences and stakeholders.
- Commitment to deliver an excellent standard of customer service.

- A high level of self-motivation, initiative, problem identification and complex problem-solving skills.
- M. If you have any questions regarding the position or the application process, do not hesitate to contact Mandy Nolton (recruitment consultant) on 0400 679 433 or email mandy@recpeople.com.au
- N. We're also happy to adjust our recruitment process to support your accessibility needs.