**POSITION DESCRIPTION**

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| **TITLE** | Community Recreation Officer |
| **DIRECTORATE** | Community Strengthening |
| **SERVICE UNIT** | Community and Recreation Development |
| **POSITION NUMBER**  | TBA | CLASSIFICATION | 5 |
| **Police Check Required** | **Yes** | **Working With Children Check Required** | **Yes** | **Pre-employment Medical Required** | **Yes** |
| **APPROVED BY** | General Manager, Community Strengthening |
| **DATE OF CREATION / AMENDMENT** | January 2020 |

**-COUNCIL AND COMMUNITY INFORMATION**

**OUR VISION**

Vibrant and resilient communities with unique identities.

**OUR PURPOSE**

1. The Moorabool Shire Council exists to co-design local solutions that enable the Moorabool communities to prosper now and into the future. We do this by:

* Providing good governance and leadership
* Minimising environmental impact
* Stimulating economic development
* Improving social outcomes

2. The Council exists to be in service to the communities of the Moorabool Shire.

3. The Council is accountable to the community and has legislative responsibilities.

**OUR VALUES**

**Integrity**  I say what I mean and always do what’s right.

**Creativity**  I consider situations from multiple angles and perspectives.

**Accountability** I have courage to make decisions and take ownership for their outcomes.

**Respect**  I seek to understand and treat people how I would like to be treated.

**Excellence** I take calculated risks to seek out better ways of doing things.

*By living these values Council is able to build strong relationships internally, with the community and with partners.*

*These values translate to the acronym* ***I CARE***

***Moorabool Shire Council is committed to***

* Being a family friendly, equal opportunity employer.
* Promoting the safety, wellbeing and inclusion of all children under the age of 18.
* Supporting the Human Rights Charter.
* The Business Excellence Framework which is a structured approach to assess and develop our leadership and management performance incorporating a focus on continuous improvement, self-assessment and systems views.

**OUR COMMUNITY**

Moorabool Shire is a fast growing semi-rural municipality nestled between Melbourne, Geelong and Ballarat. It offers residents picturesque and friendly surrounds with the vibrancy of an active growing community. The Shire’s landscape provides an array of living options. Residents can enjoy an urban lifestyle in towns like Bacchus Marsh (45km west of the Melbourne CBD) or take advantage of Moorabool’s small towns and hamlets, rural open spaces and natural surrounds.

A stunning Shire spanning more than 2,110 square kilometres, Moorabool consists of 64 localities, hamlets and towns. More than 74% of the Shire comprises of water catchments, state forest and national parks. Some of its key attractions include the Wombat State Forest, Brisbane Ranges National Park, Lerderderg State Park, Werribee Gorge State Park and the Bacchus Marsh Avenue of Honour.

The district was settled by Europeans from 1850 and the character of our towns and surrounding areas reflect this era. Gold was discovered in the region and a timber industry quickly developed. The availability of water attracted many people and resulted in pastoral and agricultural development led by pioneers such as Sir William Henry Bacchus, who in 1834 settled on the fertile soil of what is now the township of Bacchus Marsh.

We acknowledge the Indigenous history of Moorabool Shire. The land was traditionally occupied by, and connected to, a number of Aboriginal communities, most notably the Wathaurung Tribe in the south and west, the Djadja Wurrung Tribe in the northern ranges and the Wurundjeri Tribe in the east. In February 2015, the Council formally adopted a Statement of Commitment to Indigenous People.

 **POSITION OVERVIEW**

**POSITION OBJECTIVES**

The position is responsible for supporting the Senior Community Recreation Planning Officer towards best practice outcomes in relation to strategic sport and participation outcomes and sporting infrastructure. It is responsible for supporting the allocation of sportsgrounds and pavilions and to liaise with sports clubs and recreation groups. The role has specific responsibility for ensuring the established Major Recreation Projects Engagement Framework is adhered to and results in positive and clear communications with stakeholders throughout major recreation projects.

**ORGANISATIONAL RELATIONSHIPS**

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| **REPORTS TO**  | Senior Community Recreation Planner |
| **SUPERVISES**  | Volunteers, Students on placement |
| **INTERNAL RELATIONSHIPS**  | All Council staff, Committees of Council |
| **EXTERNAL RELATIONSHIPS**  | Other Councils, State/Federal Government Departments, State Government Departments, Contractors, Event Organisers and Performers, Interface Council Group, Committees of Management, Business Groups, Service Organisations, Local Leisure Centre Operators and Contractors, Community Groups, Sporting Clubs and Associations, Residents and the General Public |

**KEY RESPONSIBILITY AREAS**

* In conjunction with the broader Connected Communities team, coordinate seasonal and casual bookings and allocations of Council sportsgrounds, pavilions and sporting infrastructure.
* Be the initial point of contact at Council for sport and recreation clubs and associations.
* Prepare and issue fees and charges and prepare and issue correspondence to sports and recreation users of sportsgrounds, pavilions and sporting infrastructure.
* Maintain databases utilising appropriate software for recording sportsgrounds, pavilions and sporting infrastructure.
* Record non programmed maintenance requests for sportsgrounds, pavilions, and sporting infrastructure.
* Responsible for recording key allocation and ensuring stakeholders have required key access to allocated facilities.
* Research and prepare information for Council reports and support the Senior Officer as appropriate.
* Support the development of and provide data and statistics for the development of grants and funding submissions.
* Maintain and provide information on sport and recreation opportunities for Moorabool residents.
* Other duties as directed within the skills and capabilities of a position at this level.

**Risk Management**

Council, Management, employees, work experience students, volunteers and contractors all have joint responsibility of making risk management a priority as they undertake tasks in delivering Council’s services and achieving Council’s objectives.

**Employees**

Specific responsibilities include, but are not limited to:

* Comply and follow Risk Management policy and procedure.
* Obey all reasonable and lawful instructions and directions in relation to risk management.
* Report all hazards, accidents, incidents and ‘near misses’ to their supervisor.
* Do not knowingly put themselves or other persons in danger due to their actions.
* Observe safety rules, Emergency Plan and formal evacuation procedures.
* Comply with Council Emergency Plan requirements.
* Actively participate in formal and informal discussions and training related to risk management.
* Complete Incident Reports and assist in investigations of incidents and accidents.

**Occupational Health & Safety**

**2.1 Occupational Health & Safety**

* Create, maintain and foster a safe work environment at all times.
* Follow safe work practices, procedures, instructions and rules at all times.
* Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
* Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.

# Employees, Consultants, Volunteers, Work Experience Students and Contractors

# All Councillors, employees, consultants, volunteers, work experience students and contractors are to work within the constraints by the provisions of the Occupational Health Safety Act 2004 and the Occupational Health and Safety Regulations 2007 and any other applicable legislation relevant to their duties or tasks. Further they will also work under the conditions set out in any relevant Moorabool Shire Policy of Procedure to ensure safety.

Specific responsibilities include, but are not limited to:

* Actively participate in on the job training as required.
* Share a responsibility for OHS, both for themselves and for others working with them.
* Report immediately any injury or near miss encountered during the duties or undertaking Council activities.
* Immediately take appropriate action to remove (if appropriate) or control any hazard observed.
* Use appropriate personal protective equipment provided by the Council.

**Emergency Management**

Emergency management is a core business for council and as such staff may be called upon to assist the Council to meet its legislative obligations in respect to disaster response and recovery. All employees may be required to contribute to emergency management planning and activities as they arise as well as undertake relevant training. In an emergency you may be directed by your manager to participate in duties not normally assigned to you.

**Adherence to Moorabool Shire Council's Policies and Code of Conduct**

* Acceptance of Gifts and Hospitality
* Information Privacy
* Policy Against Racial Discrimination
* Equal Employment Opportunity
* Counselling and Disciplinary Action
* Protected Disclosure Act 2012

**ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The incumbent is

* Accountable to the Senior Community Recreation Planning Officer and is responsible for supporting the achievement of efficiency and effectiveness in the management and operations of sportsgrounds, pavilions and sporting infrastructure.
* Responsible for ensuring all stakeholders follow the Major Recreation Projects Engagement Framework and all related correspondence is recorded and acted upon.

* The collection, collation and reporting of various information regarding key performance indicators for sportsground, pavilions, sporting infrastructure and participation.
* The satisfactory completion on time of reports and correspondence relating to bookings for sportsground, pavilions and sporting infrastructure.
* Making decisions under delegation and within the broad parameters of the role particularly in reference to the priorities for the day to day administration of the position.

**JUDGEMENT AND DECISION MAKING**

* The incumbent is able to determine appropriate courses of action and to make decisions with guidance and support from the Senior Community Recreation Planning Officer regarding routine decisions and specific administrative functions.
* The role will require some problem solving and the identification of potential options and solutions before recommending an outcome.
* Judgement is exercised in the selection of the most appropriate processes, systems and processes for the functions of the position.

**SPECIALIST SKILLS AND KNOWLEDGE**

* An understanding of the principles of sport, recreation and community development.
* Demonstrated understanding of funding sources including sponsorship, grant application processes and seeking external funding support.
* Ability to research and build reports and summarise relevant issues and trends.
* Demonstrated knowledge and understanding of sportsground, pavilions and sporting infrastructure issues within Local Government.
* Demonstrated knowledge in liaising and negotiating with community-based groups, external funding bodies and contractors.
* Demonstrated understanding of the process and principles of recreation masterplans and implementation.

**MANAGEMENT SKILLS**

* Well-developed skills in managing time, setting and managing priorities and planning and organising multiple tasks in an environment of conflicting demands.
* Demonstrated ability to supervise and manage consultants, volunteers and student placements.
* Ability to make sound judgements and recommendations.
* Well-developed project management skills, particularly in managing projects within budget and timelines.

**INTERPERSONAL SKILLS**

* Excellent written and oral communication skills, to enable preparation of reports and documentation of strategy, procedures and presentation of ideas.
* Self motivated and someone who strives to achieve best practice Customer Service.
* Ability to identify and utilise opportunities and be innovative in developing new concepts.
* Commitment to working in a team environment and to achieving quality outcomes.
* Demonstrated strong team and networking skills with the ability to establish and maintain cooperative working relationships with both internal and external stakeholders.

**KEY SELECTION CRITERIA**

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| --- | --- |
| **QUALIFICATIONS & EXPERIENCE**  | * Relevant tertiary qualifications and/or experience in the sport, recreation and leisure industry with specific knowledge of sportsgrounds, pavilions and sporting infrastructure and the ability to responsibly plan and manage these resources.
* Demonstrated experience in working closely with various stakeholders to plan, design and deliver community development and recreation participation programs, activities and recreation facility improvements.
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| **COMPETENCIES** | * An understanding of the volunteer workforce and the ability to work within the constraints caused by the nature of that workforce.
* Well developed interpersonal, written and verbal communication skills to enable preparation of reports and documentation of strategy or processes, procedures and presentation of ideas and the ability to communicate effectively with a diverse range of internal and external stakeholders.
* Ability to compile and collate usage and participation data for input into strategic recreation planning, capital works planning and fund sourcing.
* Demonstrated experience in community development and stakeholder engagement to build effective partnerships and build capacity.
* An understanding of the community sport, recreation and leisure sector including local governments role and relationship to other providers within the industry.
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| **LICENCES & REGISTRATIONS**  | Current Victorian drivers licence is required.Current Working with Children’s Check required. |

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| ACCEPTANCE OF THE POSITION - SUCCESSFUL CANDIDATE TO COMPLETE  |
| *I understand, agree to and accept the role as outlined in accordance with this position description.* |
| NAME (please print) |  |
| SIGNATURE |  |  DATE |  |

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| AUTHORISED MOORABOOL SHIRE COUNCIL REPRESENTATIVE TO COMPLETE |
| *Signed on behalf of Moorabool Shire Council*  |
| NAME (please print) |  |
| TITLE |  |
| SIGNATURE |  |  DATE |  |

**APPLICATION PROCESS AND CONDITIONS:**

**Applications close on Tuesday 28 April, 2020 at 11.00am.**

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.

1. All applicants are requested to include the following details in their application:
2. A covering letter which states the position you are applying for and why you are interested in the role;
3. A current resume which includes personal details, educational achievements, experience and at least 2 referees;
4. Brief 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).
5. Applicants must be either permanent residents of Australia or supply evidence that they have the right to work in Australia e.g. NZ Passport.
6. Applicants should be prepared to attend a personal interview/s at their own cost. Additionally, applicants may be asked to undertake skills testing, cognitive ability, work sample, aptitude or psychometric tests.
7. 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.
8. 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.
9. 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.*

1. Canvassing Councillors either directly or indirectly for employment will disqualify prospective applicants for positions with Council.
2. Please contact **Mandy Nolton** on **0400 679 433** if you have any questions.

