

Position Description

Title:	Leisure Contracts Coordinator
Position No:	E54004
Classification:	Band 7
Salary	\$109,139.16 - \$121,944.68 (+ Super)
Status:	Permanent, Full-time
Hours:	38 hours per week
Division:	Community
Department:	Recreation and Libraries
Location:	274 Gower Street, Preston

About Darebin

Located in the northern suburbs of Melbourne, covering an area of around 53 square kilometres of land and encompassing the areas of Bundoora, Kingsbury and Macleod, Fairfield and Alphington, Northcote, Preston, Reservoir, Coburg and Thornbury, the City of Darebin has a population of 161,609 (2018 ERP). The city has one of the largest populations of Aboriginal and Torres Strait Islander residents in metropolitan Melbourne and is home to one of the largest, most diverse communities anywhere in the State in terms of cultures (close to 33 per cent were born overseas), language (138 languages are spoken), religions, gender, age, abilities, socio-economic background, employment status, occupation, and housing needs. One in five Darebin residents is affected by a disability, and almost one-third of these residents require assistance with daily living. About 6 per cent of the population 16 years and over, identify as bisexual, gay or lesbian.

Council has a clear commitment to equity, diversity and inclusion in all that it does. We acknowledge the role that a workforce reflective of the community plays in delivering services and programs; we recognise that in order to meet the needs of the diverse community we serve; we need a diverse workforce with special knowledge and skills. This means that a high-quality workforce, skilled in diversity, equity and inclusion principles and practice, is central for Council to deliver responsive, accessible, equitable and inclusive services across the municipality.

We are an Equal Opportunity Employer and do not discriminate in our selection and employment practices on the basis of race, colour, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organisation, or other non-merit factors. We are committed to providing a safe working environment that embraces and values child safety, and thorough 'Safety Screening' processes apply. For all other information regarding the City of Darebin, including our Profile, our Diverse Community, our Values, the Council Plan 2017-2021, Equal Opportunity Employment, Disability Access and Inclusion, the Victorian Charter of Human Rights, and Risk Management, visit our website: www.darebin.vic.gov.au

Our Values

We are Collaborative

We are united by a common purpose to serve the community. We work together, connecting within our teams and across the organisation. We are inclusive and collaborative.
We are one.

We have Integrity

We act with integrity and transparency in conversations and decision-making. Through open and clear communication, we build trust. We're honest.
We walk the talk.

We are Accountable

We are empowered to own and take responsibility for our actions. We follow through on our commitments and deliver on our promises.
We make it happen.

We show Respect

We are diverse, inclusive, respectful and caring. We encourage everyone to have a voice and we listen to each other. We recognise one another's contributions and treat people fairly.
We look after each other.

We are Creative

We are bold, courageous and innovative. We try new things, experiment and continuously improve. We are open-minded, creative and forward-thinking.
We are leaders.

We Make a Difference

We are driven by our desire to make a difference for the people we serve. Our work is purposeful and creates a positive impact for the community. We are proud to work here.
Our work matters.

Occupational Health & Safety

To achieve our desired outcome, you will:

- Comply with the Occupational Health and Safety Act, related Regulations and defined OH&S policies, procedures, safety rules and Safe Working Procedures and implement and monitor the organisation's OH&S policies, procedures, safety rules and programs in the relevant work area to achieve and maintain OH&S standards.
- Monitor health and safety performance and rehabilitation performance within your area of responsibility and initiate actions to improve health and safety, including facilitating rehabilitation of injured workers.
- Review any health and safety related reports and take appropriate action to resolve safety issues.
- Ensure consultation with employee health and safety representatives, particularly on any workplace changes that have health and safety implications.
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found.
- Ensure all employees understand their legal obligation under the OH&S Act and that they receive regular training to perform jobs safely.

Climate Action and Sustainability

Council plays a crucial and leading role in taking strong action on the climate crisis and in increasing environmental sustainability and awareness to ensure a safe and healthy future for us all.

Darebin's Climate Emergency Plan outlines the leadership, advocacy and action Council is taking to respond to the climate crisis. Council's Social and Sustainable Procurement Policy outlines Council's commitment to supporting local, equitable and sustainable practices and procurement.

Council has committed to carbon neutrality, advocating for climate justice, supporting the community to transition to renewable energy, working towards zero waste to landfill, improving sustainable water use, protecting our unique ecosystems and healthy waterways and ensuring a thriving and connected community. To help us achieve these outcomes, you will:

- Review work practices to identify how you can make a difference in Council and the community to reduce environmental impacts and raise awareness
- Maintain an awareness of the issues associated with the climate crisis and environmental sustainability and how they impact your role, Council and the community
- Carry out your role in line with Council's Climate Emergency and Environment Policy lens guide, Equity Impact Assessment Guide and the Council's Social and Sustainable Procurement policy guide
- Reach out to the Climate Emergency and Sustainability team if you ever have any questions or suggestions.

Excellence in Governance

Employees of Darebin City Council (Darebin) are expected to read and understand the Code of Conduct and to conduct themselves ethically, professionally and in accordance with Darebin's statutory obligations. Employees are also expected to treat others fairly and courteously while being respectful of alternative views and opinions. Darebin is an equal opportunity employer and does not tolerate discrimination, bullying or harassment in any form.

Employees are prohibited from disclosing any confidential information they may acquire during their employment, or using such information for any purpose other than for the purposes of Darebin. Further, employees shall not use such information improperly to cause harm or detriment to other staff, people, body or the Council.

Employees shall not engage in any outside employment or activities that impact on their primary employment at Darebin. Employees shall also ensure that any outside employment or activities do not create a conflict of interest and/or duty with their role at Darebin. Where it is unclear whether a conflict of interest may exist, the employee should seek direction from their Direct Manager. Any actual or perceived conflict of interest must be disclosed prior to business dealings or immediately the conflict is apparent. This includes any possible direct or indirect pecuniary interest with a potential external tenderer in respect of goods, services or works tendered by Council.

Employees shall take responsibility for their actions when carrying out duties for Council and protect public resources and assets.

Employees must not make a statement made on behalf of the Council to the media or public unless authorised to do so by the Chief Executive.

Employees shall not discuss departmental business or staff matters with Councillors. If a Councillor requests such information from an employee, the request should be referred to the employee's Manager in the first instance.

As a condition of employment, the successful candidate is expected to sign the Code of Conduct Declaration confirming that they have read and understood and agree to act in accordance.

Child Safe - Statement of Commitment

Darebin City Council prides itself on being a child safe organisation with zero tolerance for child abuse. We recognise our legal and moral responsibilities to keep children and young people safe from harm; we promote their health and well-being, and support their best interests.

We have policies, procedures, and training in place that support our leadership team, employees and volunteers to achieve these commitments.

We create environments where all children, including children with a disability, Aboriginal children, and children from cultural and linguistically diverse backgrounds, have a voice - they are listened to, their views are respected and they contribute to how we plan for, design and implement our services and activities.

Position Objectives:

The position is responsible for effectively managing the preparation, documentation, tendering, and monitoring of major leisure facility contracts including the Northcote Aquatic and Recreation Centre, Narrandjeri Stadium, Darebin Community Sports Stadium, Northcote Public Golf Course and Bundoora Park Golf Course.

The role coordinates and manages leases and licences including the four licence agreements within the John Cain Memorial Park Precinct, in addition to the State Lawn Bowls Greens maintenance contract and cleaning contract at Darebin International Sports Centre. The position also manages capital works programs, facilitates the delivery of agreed service standards, manages Key Performance Indicators, and enforces contract specifications for the above facilities.

Reporting Relationships:

This Position Reports To: Senior Coordinator Recreation and Leisure

Position Reporting To This Position: Nil

Internal Relationships: All employees across Council

External Relationships: Facility Operators
External Services Providers and companies
Local community groups and organisations
State and local sports Associations
Residents
Federal and State departments
Contractors

Key Responsibilities and Duties:

Contract Management:

- Oversee management contracts for major leisure facilities in accordance with tender specifications to ensure continuous service improvement at Council's leisure facilities.
- Management of the preparation, documentation, tendering and evaluation of public tender processes for externally contracted leisure facilities and related maintenance contracts in consultation with Council's procurement team.
- Liaise internally and externally regarding asset renewal and maintenance of contracted facilities as required.
- Develop and oversee Council resources including capital and operational budgets and sporting assets.
- Research and prepare, briefing papers, policy documents and reports making informed recommendations to the Coordinator Recreation and Leisure, Manager Recreation and Libraries, General Managers, Executive Management Team (EMT) and Council.
- Undertake project management of capital works and other Council initiatives.
- Internal performance reporting as required.

Planning and Policy Development:

- The position is responsible for coordinating leisure facility contract management. Continuous monitoring and improvement of service delivery and outcomes is required through research and contribution to policy development and to inform the development of service standards.
- Develop and monitor leisure facility Key Performance Indicators that align with Council's Action Plan goals including access, equity and sustainability.

Communication/Liaison:

- Develop strong and professional relationships with external service providers managing major facility contracts and facilitate collaboration with Council for the benefit of the community.
- Responsible for liaison with internal and external stakeholders including community liaison for issues regarding sport and leisure infrastructure and services at contracted facilities.
- Liaise with internal and external stakeholders regarding promotion, marketing, and communication of leisure facilities and services to the community.
- Develop reports and presentations for EMT and Councillor Briefings.

Financial Management and Monitoring:

- Development, management and reporting on annual operational and capital budgets in line with Council's financial planning process.
- Effective monitoring of annual budgets to ensure targets are met.
- Applications for all grants and subsidies that may be available and to which Council is eligible through State, Commonwealth and other authorities.
- Other duties as directed within the skills and capabilities of a position at this level

Accountability and Extent of Authority:

The incumbent is accountable to the Coordinator Recreation and Leisure and is responsible for achieving and maintaining a high level of efficiency and effectiveness in the management and operations of major facility contract Management. The incumbent is also accountable for:

- the collection, collation and reporting of various information regarding key performance indicators for major facility contracts and to provide support to service contractors in maintaining and enhancing their performance
- the satisfactory completion on time and budget of agreed and specified capital works and projects
- the collation, research, and analysis of data for projects for future forward planning and policy recommendations, reports and presentations
- for the provision of high-quality guidance and advice to a range of internal and external stakeholders

The incumbent has authority to make informed decisions, in conjunction with the Coordinator Recreation and Leisure that may have a substantial impact on sport and leisure environments.

Judgement and Decision Making:

The incumbent will determine appropriate courses of action and make recommendations with guidance and support from the Coordinator Recreation and Leisure regarding issues and works involved with facility and contract management. The role will require a significant amount of problem solving and the identification of potential options and solutions before recommending an outcome. The role will also undertake:

- co-ordination of correspondence and responses to complex customer and community enquiries
- identification and analysis of a range of options in order to make recommendations on actions and solutions which are often new and unique relating to contract management and operation of Council leisure facilities

The incumbent will interpret and relate relevant legislative, budgetary, political and industry requirements to specific contract management and project tasks.

Specialist Skills and Knowledge:

- Demonstrated ability to develop and implement service level agreements, tender specifications and contracts, business plans, asset renewal programs, capital works programs and manage associated performance of agreements and associated budgets at major leisure facilities.
- An understanding of the principles of contract law and how this relates to service level agreements, externally contracted service units, and user licence agreements.
- Demonstrated knowledge and understanding of leisure and community facility-based issues within Local Government.
- Detailed understanding of the long-term goals and values of the organisation, as well as the external environment, including the legal, socio-economic and political context in which Council operates.
- Detailed understanding of the political context of the sport and recreation sector at various levels of government.
- Demonstrated knowledge and expertise in liaising and negotiating with community-based groups, external funding bodies, and contractors.
- Ability to identify options and contribute to long term plans.
- Ability to develop key performance indicators and closely manage and monitor major facilities' performance.
- Understanding and commitment to the principals of continuous improvement within a policy context.

Management Skills:

- Demonstrated ability to plan, prioritise, and organise work, both on an individual and team basis within set timelines and in an environment of change and conflicting demands.
- Ability to manage the performance of several large external services contracts and negotiate contract variations and complex licence agreements.
- Demonstrated knowledge and understanding of facility management and cultural and leisure issues.
- Ability to adapt and implement organisational and change management processes.
- Management of Council and organisational issues with large numbers of external stakeholders including community representatives, state and federal government, state bodies, political parties and advocacy agencies.
- Ability to manage competing user needs, lead negotiations and manage any dispute resolution processes.
- Ability to manage complex projects and work within cross-functional project control groups and working groups within strict timelines and conflicting pressure such as advisory committees, tender evaluation panels and capital works projects.
- Ability to develop strong and professional relationships with user groups representatives and contractors and facilitate collaborative outcomes for the benefit of the community.

Qualifications, Certificates, Licences, and/or Experience:

A tertiary qualification in Recreation Management, Leisure Planning (or related discipline) **and/or** relevant experience in contract management of facilities in a Local Government environment.

A current Working with Children Card.

A current Victorian Driver's Licence.

Key Selection Criteria:

(All numbered Key Selection Criteria and Interpersonal Skills must be addressed in response to an advertised vacancy. Please note: Applications that do not address the Key Selection Criteria will not be considered.)

1. Demonstrated experience and highly developed skills in the area of contract and performance management of leisure and aquatic facilities, lease/licence management, and service level negotiations, preferably within the leisure area.
2. Demonstrated ability in the preparation, documentation, tendering and evaluation of public tender processes for externally contracted leisure facilities and related maintenance contracts.
3. Demonstrated ability to develop strong and professional relationships with user groups representatives and contractors and facilitate collaborative outcomes for the benefit of the community.
4. Demonstrated knowledge and understanding of contemporary issues related to the leisure industry and leisure facilities.
5. Demonstrated ability to collate, analyse, and interpret data from a variety of sources in order to prepare concise reports, presentations and recommendations for projects and contract-based issues.

Interpersonal Skills/ Personal Attributes:

- An ability to develop effective working relationships and gain cooperation and assistance from within Council, the community, State Government, and other agencies.
- Sound ability to communicate and negotiate with a diverse range of internal and external stakeholders including an ongoing commitment to Customer Service.
- Outstanding time management skills.
- A high level of integrity, personal drive, and self-awareness.

Other Relevant Information:

In accordance with the Australian Fair Work Act 2009, protection from unfair dismissal is subject to a minimum six-month period of employment.

The successful candidate will be required to provide proof of Australian Citizenship or residency status, (including at least a birth certificate or passport), **and** proof of identity, (Medicare card and/or current driver's licence).

This position requires a Health Declaration and/or Functional Capacity Assessment prior to an offer of employment being made.

This position requires a satisfactory Police Check result prior to an offer of employment being made.

This position requires a Working With Children Card.

The successful applicant will be provided with all relevant tools and equipment to undertake the inherent requirements of the role. All tools and equipment must be returned to the direct Manager upon cessation of the role.

Darebin City Council is an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity, and inclusion. We encourage applications from Aboriginal or Torres Strait Island people, people with disabilities and culturally and linguistically diverse backgrounds. If you require support or advice with your application, contact the People and Development team on 8470 8204. Reasonable adjustments can be negotiated.

Darebin City Council is a smoke free workplace.

Canvassing of Councillors and Council Officers:

Canvassing of Councillors and Council Officers, either directly or indirectly that may influence the outcomes of this application may be deemed a disqualification.

Enquiries regarding the position, however, can be directed to the nominated contact officer named in this Position Description.

Inherent Physical Requirement

Position Number & Title: E54004, Leisure Contracts Coordinator				
Work Area: 274 Gower Street, Preston VIC 3072				
Summary Tasks: As above				
Physical demands of the task and % of time allocated	Never 0%	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
Sitting				X
Standing		X		
Walking		X		
Steps/ stairs		X		
Squatting	X			
Kneeling	X			
Looking Up		X		
Looking Down		X		
Bending spine forwards		X		
Twisting spine to side e.g. during meetings to view team members		X		
Bending spine backwards	X			
Working with one or both hands above shoulder height	X			
Reaching forwards or sideways > 30cm from the body		X		
Gripping or grabbing			X	
Fine hand coordination e.g. for computer keying				X
Lifting floor-waist		X		
Lifting at waist height		X		
Lifting waist overhead	X			
Carrying		X		
Pushing e.g of trolleys		X		
Pulling e.g. of trolleys		X		
Exerting force with one hand or one side of body e.g. when hole punching / stapling		X		
Exerting force in an awkward posture	X			
Holding, supporting or straining	X			
Other				



APPLICATION PROCESS AND CONDITIONS

Applications close **9.00am AEST on Monday 8 July, 2024**

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 Darebin, 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. Darebin 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. Darebin is committed to providing a safe working environment that embraces and values child safety, and thorough 'Safety Screening' processes apply.
- K. To work at Darebin City 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 tertiary qualification in Recreation and Leisure (or related discipline) 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 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 experience and highly developed skills in the area of contract and performance management of leisure and aquatic facilities, lease/licence management, and service level negotiations, preferably within the leisure area.
2. Demonstrated ability in the preparation, documentation, tendering and evaluation of public tender processes for externally contracted leisure facilities and related maintenance contracts.
3. Demonstrated ability to develop strong and professional relationships with user groups representatives and contractors and facilitate collaborative outcomes for the benefit of the community.
4. Demonstrated knowledge and understanding of contemporary issues related to the leisure industry and leisure facilities.
5. Demonstrated ability to collate, analyse, and interpret data from a variety of sources in order to prepare concise reports, presentations and recommendations for projects and contract-based issues.

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.

- An ability to develop effective working relationships and gain cooperation and assistance from within Council, the community, State Government, and other agencies.
- Sound ability to communicate and negotiate with a diverse range of internal and external stakeholders including an ongoing commitment to Customer Service.
- Outstanding time management skills.
- A high level of integrity, personal drive, and self-awareness.

- 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.

Reminder: Applications close **9.00am AEST on Monday 8 July, 2024**