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| Yarra Logo | POSITION DESCRIPTION |

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| **POSITION TITLE:** | | Manager Recreation and Leisure Services | | | | | |
| **POSITION NO:** | | 902100 | **CLASSIFICATION:** | | | SEO | |
| **DIVISION:** | | City Works and Assets | | | | | |
| **BRANCH:** | | Recreation and Leisure Services | | | | | |
| **REPORTS TO:** | | Director City Works and Assets | | | | | |
| **POLICE CHECK REQUIRED:** | Yes | **WORKING WITH CHILDREN CHECK REQUIRED:** | | Yes | **PRE-EMPLOYMENT MEDICAL REQUIRED:** | | No |

*Yarra City Council is committed to being a* [*child safe organisation*](https://www.yarracity.vic.gov.au/services/family-and-children/support-for-families#accordion-child-safe-standards) *and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

**POSITION OBJECTIVES**

* To manage and coordinate the functions and staff of the Recreation and Leisure Services Branch within the City Works and Assets Division.
* To provide strategic leadership, including guidance and support, to staff within the Branch.
* To provide high level of professional advice to Council on all leisure and recreation service issues, including strategic planning, service delivery, community involvement and participation.
* To lead strategy and policy development to meet identified community needs, ensuring the effective and efficient operation, and equitable access to the City of Yarra’s key leisure and recreation programs, services, assets and infrastructure.
* To provide advice on strategic direction, policy, service levels and standards for the Branch.
* To collaborate with and influence internal and external stakeholders to assist in delivering the objectives of the Branch, Division and Council more broadly.
* To manage and co-ordinate the provision of a range of community and commercially oriented and competitive services and activities that meet client needs and expectations.
* To develop and implement innovative programs and projects which promote participation and support community development, and to work with stakeholders to ensure these principles are applied in all activities supported by Council.
* To identify and address barriers to participation and involvement.
* To work across Council to plan and manage the many recreation and leisure assets, for the benefit of the community.
* To promote teamwork and encourage collaboration and flexibility throughout the organisation, including via the establishment of short-term multi-disciplinary teams to identify, analyse and address opportunities and threats facing the organisation where necessary.
* To ensure that Council meets all of its statutory and legislative requirements relating to recreation and leisure services.
* To provide support to the Director City Works and Assets and to assist in the achievement of corporate objectives and organisational goals.

**ORGANISATIONAL CONTEXT**

The City of Yarra is committed to efficiently and effectively servicing the community to the highest standards; protecting, enhancing and developing the City’s physical and social environment and; building the population and business base. A major imperative of the Organisation is the introduction of a competitive business culture with an emphasis on customer service and continuous improvement.

The Recreation and Leisure Services Branch forms part of the City Works an Assets Division that contributes directly to the achievement of these organisational goals. As a member of the Divisional management team the incumbent is required to pursue Divisional and corporate goals through effective teamwork within the Division and with colleagues in other divisions, providing leadership within the Branch and developing sound working relationships with a range of internal and external parties.

Responsibilities may be realigned within areas of expertise to ensure strategic alignment and organisational responsiveness.

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| **Position Reports To**: | Director City Works and Assets |
| **Internal Relationships**: | The incumbent liaises with management and staff at all levels within the Organisation and provides high-level strategic and operational advice to the Council and senior managers on all relevant Branch issues. |
| **External Relationships**: | The position is required to negotiate and maintain a professional relationship with Government departments and agencies, other municipalities, service providers, staff associations, suppliers, key industry and business groups, community organisations, local residents, developers, consultants and contractors. |

***Safety and Risk***

* Champion a Safety and Risk Management Culture through participation in relevant training and inductions; regular walk throughs; conscientious attention to safety and risk issues and incidents, and support of early return to work for injured workers.
* Minimise risk to all and provide a safe work place through building awareness of, and adherence to legislative requirements and Council policies and procedures.
* Ensure hazards are identified, incidents reported, assessments and investigations undertaken, staff trained, and where practicable, all matters which may impact on the safety of Council employees, community members, or Council assets and equipment resolved without delay.
* Ensure consultation with staff on OH&S issues as early as practicable, and monitor all Safety and Risk issues raised in team meetings.
* Ensure Risk Register is reviewed and updated regularly with progress towards best practice risk minimisation.

***Sustainability***

* Champion and support staff to embrace the following Sustaining Yarra principles through the work of the Branch:
  + Protecting the Future
  + Protecting the Environment
  + Economic Viability
  + Continuous Improvement
  + Social Equity
  + Cultural Vitality
  + Community Development
  + Integrated Approach

***Yarra Values***

* Champion behaviour which exhibits the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community. Conduct courageous conversations where necessary to ensure positive behaviour, and support supervisors to do the same. Build specific actions into Branch, Unit and individual performance plans to support continuous progress towards a positive culture.
  + Teamwork
  + Integrity
  + Respect
  + Accountability
  + Innovation

**ACCOUNTABILITY AND EXTENT OF AUTHORITY**

* The manager will efficiently and effectively manage the Branch’s resources and the achievement of Branch goals within pre-determined budgetary, quality and time constraints.
* This role requires effective leadership and guidance in the achievement of Divisional goals along with driving full compliance with all applicable standards and regulations in relation to the Branch’s activities.
* The Manager is responsible for the delivery of services on a cost competitive basis and is accountable for the financial success of the Branch.
* The Manager has authority and freedom to act within established operational and budgetary guidelines and the provisions of relevant Acts, regulations, codes, and City policies. The incumbent fully briefs the Director Infrastructure Services on significant issues of operational and strategic importance.

# JUDGEMENT AND DECISION MAKING

* Decisions made may have significant effect on the community, the Branch, the Division and the organisation as a whole.
* The incumbent operates in a broadly regulated environment, receiving little day-to-day management. Such management may be in the form of pre-determined objectives and guidelines or special tasks, projects or assignments. Position objectives are broadly established through Council policy although guidelines, strategies or tactics are often ill defined or incomplete, allowing for considerable flexibility in interpretation.
* The position deals with decision-making on complex or unusual issues and is required to develop new policies and procedures to supplement existing policy guidelines.

**SPECIALIST KNOWLEDGE AND SKILLS**

* Understanding of the economic, political and social issues relating to the delivery of relevant Branch services and programmes in a community services environment.
* Evidence of commercial/business acumen and a commitment to quality and customer service
* Ability to manage the provision of a range of diverse services and programmes to the general public.
* Ability to establish and maintain positive and enduring relationships and partnerships with internal and external key stakeholders to support the delivery of recreation and leisure outcomes
* Experience in managing change in an environment of resource constraint.
* Experience in organisation-wide policy development and implementation and evidence of a strategic outlook.

**MANAGEMENT AND INTERPERSONAL SKILLS**

* Evidence of leadership and motivational abilities in a complex, fast changing, competitive environment.
* Ability to contribute to the strategic direction of the Division as part of its management team.
* Exceptional communication and negotiation skills.
* Ability to lead and inspire a large and multidisciplinary team, driving performance and maintaining continuous accountability.
* Ability to persuade, convince or negotiate with clients, members of the public, employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives.

QUALIFICATIONS AND EXPERIENCE:

* Tertiary qualifications in a relevant discipline.
* Extensive experience in managing leisure facilities and services in a dynamic and complex urban environment.
* Extensive understanding of the framework within which local government operates.

# KEY SELECTION CRITERIA

* Demonstrated management and leadership competence through developing people and facilitating improvements in a dynamic and complex environment.
* Demonstrated experience and capacity to innovate, develop and translate strategy into real outcomes for the community. This includes applied advocacy skills to achieve strategic outcomes, undertake community consultation in relation to works and the ability to support, lead and influence staff and other stakeholders to achieve Council objectives.
* Outstanding skills and experience in managing Recreation and Leisure facilities, including technical competence, program management, policy development and active community engagement.
* Demonstrated experience in policy development, development of innovative service models and service delivery, project planning, implementation and evaluation.
* Demonstrated experience in developing and communicating complex ideas, and gaining buy-in and support from stakeholders, both internal and external.
* Experience and a sound understanding of asset management and maintenance principles, as well as experience and skills in facility planning.

**Yarra City Council Manager Recreation and Leisure Services application process and conditions:**

Applications close on **Monday 20 May 2019 at 9.00am.**

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 [www.recpeople.com.au](http://www.recpeople.com.au) and any contact can be made to Mandy Nolton, Recruitment Consultant (Rec People) on 0400 679 433 or via email mandy@recpeople.com.au

Please note: Only electronic applications will be accepted.

1. All applicants are requested to include the following details in their application:
2. An introductory (covering) letter which states the title of the position you are applying for (Manager Recreation and Leisure Services – Yarra City Council) and why you are interested in the role;
3. A current resume which includes personal details, educational achievements, work experience and at least 2 referees;
4. Brief examples that address the Key Selection Criteria (KSC) as stated in the position description (PD).  (Applications that do not address the KSC may not be considered). A copy of the PD can be found at [www.recpeople.com.au](http://www.recpeople.com.au) under “Job Openenings”
5. Email your application to [mandy@recpeople.com.au](mailto:mandy@recpeople.com.au) prior to 9.00am Monday 20 May 2019.
6. Applicants must be either permanent residents of Australia or supply evidence that they have the right to work in Australia, e.g. NZ Passport.
7. 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 and aptitude tests.
8. 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.
9. 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.
10. As part of the selection process, the recommended applicant(s) may be required to undertake a pre-employment police or security check.
11. 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.
12. Canvassing Councillors/Administrators either directly or indirectly for employment may disqualify prospective applicants for positions with Council.
13. Please contact Mandy Nolton on 0400 679 433 if you have any questions or require any information.