

Bayside City Council – Position Description



Position - Identification	
Position Title	Recreation Development Officer
Position Classification	Band 6
Position Status	Permanent Full Time
Division	Environment, Recreation and Infrastructure
Department	Open Space, Recreation and Wellbeing
Date Approved/Updated	March 2019
Director's Approval	Steven White
Position Objective	
Build positive and collaborative relationships with local and regional sport and recreation organisations to enable the successful delivery of recreation services to the Bayside community.	
Position – Responsibilities	
Responsibility	Outcomes
Build and maintain effective relationships with key stakeholders including local and regional sporting and recreation groups.	Robust and transparent working relationship between Bayside City Council Recreation and Events team and sports club.
Implementation of actions nominated within Council's 2013 - 2022 Recreation Strategy;	Actions are effectively planned and implemented to support increasing levels of community participation.
Support the planning and delivery of Council's capital works program.	Capital works projects are effectively planned and deliver high quality infrastructure to support increasing levels of community participation.
Liaise with, and develop networks and co-operative relationships with other agencies to share information, resources and develop effective service delivery	Bayside City Council is represented on industry working groups and advisory panels to improve service delivery to the community stakeholders.
Coordinate the sustainable use and management of sport and recreation facilities;	Bayside community have access to high quality infrastructure to support increasing levels of community participation.

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Position – Organisational Relationships	
Reports to	Recreation and Events Coordinator
Supervises	Nil
Key Internal Contacts	All Council Staff
Key External Contacts	General public, facility users, sports clubs, schools, community groups and organisations, event organisers, recreation and related industry representatives, contractors, suppliers, officers from other Local
Position – Delegations	
Financial Delegations	Nil
HR Delegations	Not applicable
Position – Skills and Competencies	
Accountability and Extent of Authority	<p>Under the direction of the Recreation and Events Coordinator and within the policies and procedures of Council, the Recreation Development Officer is responsible for:</p> <ul style="list-style-type: none"> • The application of a high level of personal and professional integrity in relation to the community, the workplace, colleagues and Council; • Completion of work plan in accordance with agreed outcomes and timelines; • Professional, timely and accurate advice; • The signing of correspondence on matters of a general nature; • Assisting in the development of funding applications and preparing reports; and • Effective contribution to the broader Environment, Recreation and Infrastructure division
Judgement and Decision Making	<ul style="list-style-type: none"> • Demonstrated ability to identify risk management issues and to take appropriate steps to minimise risk to Council and the community; • Demonstrated well-developed time management skills; • Demonstrated ability to read the sports and recreation environment and appropriately communicate issues and opportunities; • Demonstrated ability to comprehend information and refer issues to more appropriate parties; and • Ability to problem-solve and to assist work teams to resolve issues and to realise opportunities.
Interpersonal Skills	<ul style="list-style-type: none"> • Demonstrated ability to develop and contribute to creative and co-operative work teams; • Ability to identify and engage culturally, socially diverse communities, and community participation opportunities; • Demonstrated ability to make presentations; • Demonstrated ability to establish and maintain positive and cooperative relationships with the community, staff and other stakeholders; • Ability to professionally represent an organisation to stakeholders and at external forums; • Very well developed interpersonal and communication skills; and • Demonstrated problem resolution skills.

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Qualifications and Experience	<ul style="list-style-type: none">• Tertiary qualification in recreation, sport or a related field.• An ability to establish and foster working relationships with sport and recreation groups;• An ability to apply skills and knowledge with a range of diverse and challenging recreation organisations;• Experience in a sports and recreation environment;• Demonstrated experience with Project Management;• Demonstrated experience in coordinating club development programs within the sport and recreation environment; and• Current Drivers Licence.
Specialist Skills and Knowledge	<ul style="list-style-type: none">• Well-developed conceptual and analytical skills;• Demonstrated understanding of the local, state and federal sports and recreation context;• Demonstrated understanding of community, organisational and industry stakeholders relating to community sports and recreation provision;• Demonstrated understanding of planning, management and development issues relating to sport and recreation programs;• Demonstrated understanding of local community involvement in the development, management and use of local sport and recreation facilities;• Good project management skills;• An understanding of the recreation industry; and• Computer technology skills relating to Microsoft Office.
Management Skills	<ul style="list-style-type: none">• Club development program management skills;• Demonstrated ability to coordinate a range of projects and activities simultaneously, managing time and resources to meet objectives; and• Strong written skills.

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Shared Organisational Responsibilities: <i>All employees are required to</i>	
Better Place Approach	<ul style="list-style-type: none"> • Serve our community by making the municipality a better place for all who live, work and visit here. • Create a positive image of Council by delivering excellent customer service to all internal and external customers. • Seek opportunities for continuous improvement in day to day operations and best practice solutions to the issues that will affect our community.
Values and Behaviours	<ul style="list-style-type: none"> • Embrace and live the shared values of Bayside City Council: Respect Each Other, Own It, Work Together, Find Better Ways. • Reflect these values in how we do business and how we treat each other, our customers and our community members. • Work in a manner that reflects the agreed Team Behaviours.
Customer Service Commitments	<p>Commit to being:</p> <ul style="list-style-type: none"> • Easy to deal with • Empathetic • Effective • Trusted
Occupational Health and Safety	<p>Take reasonable steps to:</p> <ul style="list-style-type: none"> • Act in a safe manner, taking all reasonable care to maintain their own health and safety, and that of others who may be affected by our actions. • Comply with all safety policies, procedures and all other directions as determined by Council. • Immediately report all hazards, incidents, accidents and near misses that may occur, following the appropriate processes. • Participate, where appropriate, in rehabilitation and return to work programs
Policies and Procedures	<ul style="list-style-type: none"> • Comply with Council policies, procedures and guidelines that relate to the position. • Comply with Council policies and procedures that govern how we behave within the workplace and in our relationships with residents, clients and those with whom we do business. These can be accessed through Council's <i>Code of Conduct</i>. • Comply with Council policies and procedures that govern how we conduct the business and administration of Council.
Corporate Responsibilities	<ul style="list-style-type: none"> • Protect Council's physical, financial and intellectual assets against damage, fraud or misuse. This includes identifying and reporting instances of damage, fraud or misuse.
Sustainability	<ul style="list-style-type: none"> • Comply with Council's <i>Working Greener Campaigns</i> for waste reduction, green purchasing and energy and water conservation as specified in the <i>Council Plan</i> and <i>Environmental Sustainability Framework</i>.

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Position – Inherent physical requirements				
Summary: Enter a summary of the physical requirements of the position e.g. offsite work providing housekeeping services in the homes of residents.				
Physical Demands of the Role				
Physical Demands of the Task and % of time allocated	NEVER 0%	OCCASIONAL 1-30%	FREQUENT 31%-60%	CONSTANT 61%-100%
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steps / Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looking Up	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looking Down	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending Spine Forwards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending Spine Backwards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with hands above shoulder height	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching forwards or sideways	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gripping or Grabbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Hand Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting from Floor to Waist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting at waist height	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting from waist to overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying equipment e.g., tools, plants etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exerting force with one hand or one side of the body e.g. digging	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holding, Supporting or Straining	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptive Device(s) Available	Description of their use			
Ergonomic assessment of office workstation	Minimise effects of long periods of sitting			
Ergonomic Chair	Minimise effects of long periods of sitting			

Bayside City Council Recreation Development Officer: Key Selection Criteria

- Relevant tertiary qualifications and/or extensive experience within the sporting, recreation or related industries.
- Demonstrated understanding of 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.
- Proven experience in stakeholder management in the delivery of recreation capital works projects.
- Demonstrated experience providing customer service to a broad range of clients together with an appreciation of issues associated with the relationship between the community and Council.
- Demonstrated ability to work independently, prioritise tasks, meet deadlines and work under pressure.
- Current Victorian Driver's Licence.

Bayside City Council Recreation Development Officer: Application Process and Conditions:

Applications close on **Monday 27 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 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:
 - a) An introductory (covering) letter which states the title of the position you are applying for (Recreation Development Officer – Bayside City Council) and why you are interested in the role;
 - b) A current resume which includes personal details, educational achievements, work experience and at least 2 referees;
 - c) Brief examples that address the Key Selection Criteria (KSC) outlined above. (Applications that do not address the KSC may not be considered). A copy of the PD can be found at www.recpeople.com.au under "Job Openenings"
 - d) Email your application to mandy@recpeople.com.au prior to 9.00am Monday 27 May 2019.
2. Applicants must be either permanent residents of Australia or supply evidence that they have the right to work in Australia, e.g. NZ Passport.

3. 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.
4. 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.
5. 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.
6. As part of the selection process, the recommended applicant(s) may be required to undertake a pre-employment police or security check or medical check.
7. 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.
8. Canvassing Councillors/Administrators either directly or indirectly for employment may disqualify prospective applicants for positions with Council.
9. Please contact Mandy Nolton on 0400 679 433 if you have any questions or require any information.