

## POSITION DESCRIPTION

<b>TITLE</b>	<b>Community Recreation and Leisure Team Leader</b>
<b>DIRECTORATE</b>	Community Strengthening
<b>SERVICE UNIT</b>	Connected Communities
<b>POSITION NUMBER</b>	REC004
<b>AWARD CLASSIFICATION</b>	Band 6 of the Victorian Local Government Award 2001, as amended by the Moorabool Enterprise Agreement No 8, 2017
<b>APPROVED BY</b>	Manager - Connected Communities
<b>DATE OF AMENDMENT</b>	November 2020

### PART A - COUNCIL AND COMMUNITY INFORMATION

#### OUR VISION

Vibrant and resilient communities with unique identities.

#### OUR PURPOSE

- 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.
- The Council exists to be in service to the communities of the Moorabool Shire.
- The Council is accountable to the community and has legislative responsibilities.

#### OUR VALUES

<b>Integrity</b>	I say what I mean and always do what's right.
<b>Creativity</b>	I consider situations from multiple angles and perspectives.
<b>Accountability</b>	I have courage to make decisions and take ownership for their outcomes.
<b>Respect</b>	I seek to understand and treat people how I would like to be treated.
<b>Excellence</b>	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 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. Our Shire is a popular tree change destination with a projected population growth to 37,261 in 2021 through to 77,974 by 2041. The population living in and around Bacchus Marsh is approximately 60% of the total shire population. Many of the people who relocate to Moorabool are young families seeking a semi-rural lifestyle.

The district was settled by Europeans from 1836 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 including pioneers such as Sir William Henry Bacchus, who in 1838 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.

## **PART B - POSITION OVERVIEW**

### **POSITION OBJECTIVES**

The Community Recreation and Leisure Team Leader position brings together the portfolio of Leisure managed facilities for Moorabool Shire. It underpins the connected communities' ethos through ensuring that facilities are well maintained, well utilised, safe and maximised for the full benefit of Moorabool residents.

The role contributes to engaging members of the community and contributing to initiatives that make Moorabool a more enjoyable, liveable and vibrant community. This is achieved through maintaining facilities to their highest possible standards and ensuring effective program development in conjunction with user's needs.

This role is responsible for positioning Moorabool's Leisure Network as facilities that will enrich the sporting, recreation, health and wellbeing of Moorabool Shire Communities.

Supporting identified population growth projections, in cohesion with the Connected Communities team, the Community Recreation and Leisure Team Leader assists with advocacy and promotion of opportunities across the shire.

With a focus on managing facilities (including seasonal demands), the role is focussed on supply and growth of these services and providing visitors and users with prompt, friendly and courteous customer service.

This position ensures that effective management and operation of the Moorabool Leisure Network facilities. Facilities within the network include:

- Bacchus Marsh Leisure Centre,

- Bacchus Marsh Outdoor Pool,
- Ballan Outdoor Pool,
- Darley Civic Hub Sports Stadium.

The role works closely with the broader Connected Communities' team, contributing into strategic planning initiatives, major projects, funding and grants applications, and general opportunities that extend the reach of Council's scope for the benefit of the Shire.

The role engages and supervises general clerical and administrative functions and the management of the various sport and recreation programs facilities and staff (including annual seasonal staff intakes and training programs).

#### ORGANISATIONAL RELATIONSHIPS

<b>REPORTS TO</b>	Manager, Connected Communities
<b>SUPERVISES</b>	Outdoor pool duty managers, casual aquatic and program staff
<b>INTERNAL RELATIONSHIPS</b>	Leisure Centre Staff, Volunteers, All Council Staff, and Councillors.
<b>EXTERNAL RELATIONSHIPS</b>	Complex Users, Sporting and Recreation Organisations, Bacchus Marsh Secondary College, Schools in general, local community groups, programs participants and other Councils.

#### KEY RESPONSIBILITY AREAS

- Coordinate the promotion and running of the various sport, recreation and fitness programs offered at Moorabool Leisure Network facilities.
- Develop, implement and monitor facility budgets and financial performance measures in conjunction with Manager Connected Communities.
- Oversee general sales, cash register operations, point of sale receipts, receive admissions and other charges and oversee daily reconciliations.
- Assist with community and user group enquiries for the various sport and recreation programs.
- Communicate effectively with users and provide them with information on all programs and facilities available.
- Maintain a safe environment for staff, volunteers and complex users.
- Attend meetings as requested by other departments across Moorabool Shire Council.
- Assist in the identification and development of new programs and activities at Moorabool Leisure Network Facilities.
- Ensure facility bookings systems are fully operational and effectively maintained.
- Develop management systems and processes that contribute to the effective administration and operation of network facilities.
- Day to day liaison with user groups, lease holders and Bacchus Marsh Secondary College.
- Implementation of the Department of Education and Training Joint Use and Development Agreement.
- Perform other duties consistent with the skills and experience reasonably expected of the classification.
- Involvement in codesign process related to leisure infrastructure improvement design, projects and funding applications.
- Work in conjunction with the Connected Communities Team in review and development of Recreation

and Leisure Strategy.

- Monitor industry trends and apply new and innovative leisure practices where appropriate.

## **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.

### **Managers, Supervisors, Team Leaders and Coordinators**

Specific responsibilities include, but are not limited to:

- Provide support to the Manager Connected Communities to systematically identify, assess and manage risks and opportunities in their functional area, including the development and implementation of approved work practices.
- Ensure that this policy is communicated to their employees, work experience students, volunteers and contractors.
- Consult with employees, volunteers and contractors to identify, assess and manage risks and opportunities associated with their work.
- Implement Risk Management policies and procedures to meet legislative requirements.
- Ensure Council's Risk Management policy and Risk Management practices within the workplace and the community are observed and complied with at all times.
- Ensure the implementation of hazard and environmental aspect inspections, risk assessments and risk controls.
- Review, investigate and report all incidents.
- Initiate actions to continuously improve the Risk Management System.

## **Occupational Health and 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 your own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.

### **Managers, Supervisors, Team Leaders and Coordinators**

Each Managers, Supervisors, Team Leaders and Coordinators is responsible for the implementation of the OHS Policy within their defined work area. Manager/Coordinators are to ensure that their employees are trained in the use of Council's OHS system compliance with this system and OHS Legislation.

Specific responsibilities include, but are not limited to:

- Identifying, monitoring and investigating hazards, risks, incidents and activities within their Business units.
- Ensuring that OHS is integral to all processes and systems undertaken within their Business units.
- Provide support to all OHS Delegated Work Group Representatives and their Deputies.
- Ensuring that adequate budget provision and resources are made available to support OHS systems within the Business units.
- Ensuring appropriate proper instruction is given to employees in the use of plant, tools, materials and work methods in how to avoid any associated hazards, particularly with new plant and equipment.
- Report immediately any injury or near miss encountered during the duties or whilst undertaking Council activities.

## **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**

- Accountable for accurate cash handling, reconciliation of monies and management of recreation budget.
- Accountable for the confidentiality of all Unit related documents within the control of the position.
- Accountable for establishing and maintaining accurate, efficient and effective administrative systems required by the position responsibilities.
- Responsible for providing a high standard of customer service
- Supervision and coordination of cleaners, casual staff, seasonal pool staff and contractors.

Accountable for implementing and promoting Council's People and Culture and Occupational Health and Safety policies and ensuring members of the team follow appropriate workplace practices.

Adopt a proactive risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss.

#### **For Team Leaders, Coordinators, Managers, and General Managers (the following must be included)**

Accountable for implementing and promoting Council's Human Resources and Occupational Health and Safety policies and ensuring members of the team follow appropriate workplace practices.

Adopt a proactive risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss.

#### **JUDGEMENT AND DECISION MAKING**

- Exercise independent professional judgement in evaluating and deciding on appropriate methods, procedures and practices for achieving objectives.
- Ability to research issues and identify trends, to enable continuous improvement of recreation development and delivery in the municipality.
- Guidance and advice is available from Manager Connected Communities, General Manager Community Strengthening and other Team Members as required including other specialist Council staff on matters that are outside budget constraints, policy and procedural guidelines.

#### **SPECIALIST SKILLS AND KNOWLEDGE**

- Proficient knowledge in relation to the business unit and the wider organisation.

- Ability to interpret and comply with relevant legislative, policy and procedural requirements that relate to this position.
- Make decisions concerning routine and defined administration functions.
- Good word processing skills and computer Literacy with sound understanding of MS Office applications, Teams, Camms Management and other internal operational systems.
- Proficient knowledge of, and experience with, sport and recreation programs including funding sources, sponsorship, grant application processes and seeking external funding support.
- Ability to develop and analyse reports / research and summarise relevant issues and trends.
- Thorough understanding of relevant Local Government policies and practices.

#### **MANAGEMENT SKILLS**

- Maintain accurate financial records, filing systems and reporting processes.
- Manage daily reconciliation of monies and operation of cash and eftpos registers.
- Well-developed skills in managing time, project management skills, particularly in managing projects within budget and timelines.
- Demonstrated ability to supervise and manage consultants, volunteers and student placements
- Ability to make sound judgements and recommendations.

#### **INTERPERSONAL SKILLS**

- Excellent written and oral communication skills, to enable preparation of reports and documentation of strategy, procedures and presentation of ideas.
- Establish rapport with customers, including all levels of Council staff and members of the public ensuring provision of courteous, informative and correct advice to the public.
- Manage conflicting priorities.
- Focus on consistently demonstrating a high level of customer service across the team and operational areas of Connected Communities.
- Flexibility and willingness to work in a team environment and to achieve quality outcomes.
- Ability to identify and utilise opportunities and be innovative in developing new concepts.
- Ability to work in a manner that is transparent, open and unencumbered by unnecessary bureaucracies in a manner that reinforces ease and simplicity as far as practical and enables success within the scope of the role.
- Act in the best interests of Moorabool Shire Council, being an ambassador for Moorabool Shire and the Council at all times.

#### **KEY SELECTION CRITERIA**

<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● Tertiary qualification in business management, sport and recreation, facility management or similar.</li> <li>● Min 3 years' experience in the operation and management of Sport, Recreation Facilities and/or swimming pools.</li> <li>● Pool Operators Certificate (Highly desirable).</li> <li>● Pool Lifeguard.</li> <li>● Current First Aid Certificate (Level 3 inc resuscitation).</li> </ul>
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	<ul style="list-style-type: none"> <li>● Willingness to undertake National Police Check.</li> </ul>
<b>COMPETENCIES</b>	<ul style="list-style-type: none"> <li>● Demonstrated understanding of excellent customer service and complaint handling.</li> <li>● Ability to administer occupancy agreements and facility usage.</li> <li>● Excellent written and oral communication, to enable preparation of reports, procedures and presentation of ideas.</li> <li>● Proven ability to develop, implement and monitor budgets and financial performance.</li> <li>● Proven experience in leading and managing staff.</li> <li>● Proven ability to coordinate the day to day operations of the facility with the highest regard to safety and service delivery.</li> </ul>
<b>SPECIAL CONDITIONS</b>	<ul style="list-style-type: none"> <li>● The incumbent may be required to work a variety of shifts including evenings and weekends, however should not exceed the regular 76 hour fortnight.</li> </ul>
<b>LICENCES &amp; REGISTRATIONS</b>	<ul style="list-style-type: none"> <li>● Current working with children check (or in the process of applying).</li> <li>● Current Victorian Driver's License.</li> </ul>

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

AUTHORISED MOORABOOL SHIRE COUNCIL REPRESENTATIVE TO COMPLETE			
<i>Signed on behalf of Moorabool Shire Council</i>			
NAME (please print)			
TITLE			
SIGNATURE		DATE	

## **APPLICATION PROCESS AND CONDITIONS:**

**Applications close on Monday 7 December, 2020 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 [hello@recpeople.com.au](mailto:hello@recpeople.com.au) and any telephone contact can be made to **Kirstie Robinson** from Rec People on **0437 711 255**.

Please note: Only electronic applications to [hello@recpeople.com.au](mailto: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, experience and at least 2 referees (referees will only be contacted with your permission);
  3. 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).
- B. Applicants must be either permanent residents of Australia or supply evidence that they have the right to work in Australia e.g. NZ Passport.
- C. 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.
- 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. Please contact **Kirstie Robinson** on **0437 711 255** if you have any questions.

