

# POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Coordinator Recreational Places and Spaces
<b>DEPARTMENT:</b>	Community Partnerships
<b>POSITION HOLDER:</b>	
<b>REPORTS TO:</b>	Manager Community Partnerships
<b>TERM OF EMPLOYMENT:</b>	Permanent Full-Time
<b>APPROVED BY:</b>	Director Community Development
<b>DATE:</b>	March 2025
<b>CLASSIFICATION:</b>	Band 7

## **POSITION OBJECTIVE:**

To manage Buloke Shire Council's recreational places and spaces to ensure the provision of council owned and managed facilities and services continue to meet current and future community needs.

Work cooperatively and productively in partnership with the community and all stakeholders, including committees of management, in the coordination, development and implementation of recreational policies, masterplans, leases and licenses.

## **KEY RESPONSIBILITIES AND DUTIES:**

- Provide leadership and support to create an environment that promotes high performance, positivity and professional customer service.
- Oversee and undertake the preparation of council recreational projects including strategies, feasibility studies and masterplans.
- Support the Aquatics Team Leader in the supervision and coordination of Council's seasonal lifeguards.
- Ensure Council's aquatic facilities are compliant with Guidelines for Safe Pool Operations (GSPO), Occupational Health and Safety Standards and relevant council policies, plans and procedures.
- Engage with the local community and sporting groups, schools and other relevant stakeholders to effectively plan and scope projects, increase participation and develop recreational programs.
- Develop partnerships with local volunteer Committees of Management, sporting groups and clubs to encourage good governance, promote funding opportunities and activate recreational places and spaces.
- Develop and monitor relevant budgets and regular reports on financial performance including the development of State and Federal funding agreements, reports and acquittals.

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## **ORGANISATIONAL ENVIRONMENT:**

Reports to:	Manager Community Partnerships
Directly Supervises:	Aquatics Team Leader and Recreation Officer
Internal Liaisons:	All Council Staff
External Liaisons:	Residents, ratepayers, community groups and organisations, committees of management, sporting clubs, user groups, contractors/consultants, government departments and agencies

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Utilise resources available to implement relevant work programs within guidelines and financial delegation. Consideration should be given to potentially significant effects on the programs or projects being managed and on the public perception of Council.
- Liaise closely with the Manager Community Partnerships when faced with issues identified as having potential political or other impacts.
- Operate with a high level of autonomy to manage Council's recreational places and spaces, acknowledging the level of impact of each action and decisions on the community that are highly likely to impact the perception of the wider organisation.
- Effectively manage Council's resources in relation to recreational places and spaces.
- Act as set out by legislation together with Councils own policies and objectives, as well as develop policy and provide strategic planning and advice to increase the effectiveness of Councils activities in this area.
- Represent Buloke Shire Council on a range of committees, networks and forums at all levels of government.

## **JUDGEMENT AND DECISION MAKING:**

- Requires a high level of creative problems solving skills, with the ability to conceptualise and analyse a range of complex issues and make decisions on where best to invest effort and expenditure.
- Assist with the preparation of specialist advice to Council and the Executive Management Team on key strategic recreation, compliance and governance matters which may have a significant impact on Council and/or the Community.
- Use creativity and originality in the development, design and completion of work.

## **SPECIALIST SKILLS AND KNOWLEDGE:**

- Sound understanding of rural issues including health and wellbeing needs, accessibility of resources and support services.
- Extensive knowledge of legislation relating to the role including the ability to read and interpret legislation, policy and support documentation to assess compliance.
- Demonstrated skills and ability to undertake investigations, along with an understanding of current issues and trends.

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- Ability to coordinate, oversee or undertake lifeguard duties, as required.
- High level evaluation, analytical and problem-solving skills, including letter and report writing.
- Competent computer skills including knowledge of Microsoft packages including Word and Excel.

## **MANAGEMENT SKILLS:**

- Highly developed skills in managing time, setting priorities and planning and organising one's own work, and where appropriate, that of other employee to achieve agreed objectives within agreed timelines and available resources despite conflicting pressures.
- Flexibility in approach, ability to think laterally and apply innovative practices to satisfy the needs of changing circumstances.
- Excellent problem-solving skills, with the ability to think clearly, quickly and laterally in the resolution of issues.
- An understanding of and ability to implement human resources policies and practices including occupational health and safety policies, recruitment and selection procedures etc. along with the ability to plan and deliver staff development and training opportunities and longer-term staffing strategies.
- Strong financial management skills including budget monitoring.

## **INTERPERSONAL SKILLS:**

- Demonstrated ability to engage, negotiate and build strong relationships with your team, clients, members of the community, other employees, Council and representatives of other organisations.
- Excellent conflict resolution, interpersonal written communication and public relations skills.
- Ability to build trust and respect with colleagues, management, clients and members of the community.
- Strong administrative and organisational skills, including submission writing and project development skills.

## **QUALIFICATIONS AND EXPERIENCE:**

- Tertiary qualifications relevant to the area of sports and recreation and/or extensive experience in recreation within local government or other relevant authority.
- Experience in the development and delivery of recreation programs that include community development, education and awareness.
- Experience in providing leadership and direction in managing teams and multi-disciplinary work tasks.
- Highly developed organising and planning skills, time management and financial competency.
- Excellent written and verbal communication skills.
- Demonstrated problem solving abilities, strategic thinking and sound judgement.
- Current Drivers License

- Working with Children Check

## **ORGANISATIONAL RESPONSIBILITIES:**

- Behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (incl. Human Rights and Equal Opportunity, Prevention of Bullying and Violence in the Workplace, Harassment Free Workplace).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives.
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.
- Adhere to Council's information communication and technology, records management policies and processes at all times.

## **CHILD SAFE STANDARDS:**

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

## **EMERGENCY MANAGEMENT**

Emergency Management is a core business for Council. All employees may be required to contribute to emergency management planning and activities as they arise and, in an emergency, participate in duties not normally assigned to their position descriptions under the direction of their manager, as per the Municipal Emergency Management Plan.

## **VARIATIONS TO CONDITIONS OF EMPLOYMENT:**

This position description is subject to change from time to time as Buloke Shire Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

## **ANNUAL PERFORMANCE REVIEW:**

Every staff member is required to actively participate in the annual performance review/appraisal process with their supervisor.

## **KEY SELECTION CRITERIA:**

- Tertiary qualification and/or extensive relevant experience in recreation, Community Development, Leisure Studies, Project Management or other relevant fields.
- Highly developed, analytical, investigative and problem-solving skills to enable the formulation of options from within an organisational-wide framework.

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- Ability to collaborate effectively and manage multi-disciplinary teams across the organisation and create an environment that promotes high performance, positivity and professional customer service.
- Highly developed communication, community engagement and consultation skills including knowledge of and extensive experience working with and developing relationships with the local community and key stakeholder groups.
- Demonstrated experience in developing, delivering, and monitoring strategic plans and projects in relation to community development, recreation and/or aquatics facilities.

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## VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by: .....  
Gaynor Atkin  
**Director Community Development** .....  
Date

Agreed by: .....  
Alycia O'Sullivan  
**Manager Community Partnerships** .....  
Date

Agreed by: .....  
**Vacant**  
**Coordinator Recreational Places and Spaces** .....  
Date