POSITION DESCRIPTION

POSITION TITLE: Sport & Active Recreation Development Officer

DEPARTMENT: Community & Corporate Services

UNIT: Community & Economic Development

TENURE: Permanent Full Time

CLASSIFICATION: Band 5

LOCATION: Daylesford Visitor Information Centre and various other locations within the municipality

DATE APPROVED: January 2020

Hepburn Shire Council Organisational Values

Accountability
- We will be responsible for our choices
- We will acknowledge and learn from our mistakes

Respect
- We will accept people’s differences
- We will look for the best in people and value their contribution
- We will treat people with respect and dignity

Excellence
- We will perform to the best of our ability
- We will commit to learning and growing
- We will strive to achieve the organisation’s long-term vision

Trust
- We will encourage creativity and innovation
- We will value everyone’s contribution
- We will lead by example
- We will act honestly

Fun
- We will acknowledge and celebrate our successes
- We believe in getting involved
- We will promote a healthy sense of humour
POSITION OBJECTIVES

- Develop healthy, vibrant and connected communities through increasing opportunities for participation in sport and active recreation
- Provide guidance, advice and support to Council’s Facilities Management and Parks & Open Spaces Teams as well as other relevant stakeholders to ensure effective management and operation of key recreation facilities
- Support, identify and participate in partnerships between Council, key service providers, local communities and others to increase participation in physical activity through sport and active recreation
- Support the planning and development of sport and active recreation program initiatives in Hepburn Shire
- Support the seasonal operations of aquatic facilities across Hepburn Shire, including contractor management
- Scope, plan and deliver projects in accordance with Council’s Project Management Framework
- Develop relationships with existing sporting clubs and active recreation community groups to support their development. Identify new and emerging sporting clubs and active recreation community groups and assist them to establish and operate within Hepburn Shire
- Connect the local community with sport and active recreation opportunities to increase participation and rates of physical activity across Hepburn Shire with an emphasis on agreed priority areas (e.g. increasing female participation)
- Provide input towards the development and implementation of Council's Recreation and Open Space Strategy, Masterplans, Active Women & Girls Strategy and Walking & Cycling Strategy, Recreation Pipeline and other relevant Recreation Plans

KEY RESPONSIBILITY AND DUTIES

Recreation Planning

- Monitor and support the development and implementation of master plans associated with sport and active recreation facilities
- Identify and support innovative approaches to facility management and operations that support sport and recreation programming and participation with stakeholders such as the Council Property Officer, Council Parks & Open Spaces Team, Committees of Management, Sporting Clubs and other management entities
- Contribute to the development of quality funding submissions in a timely manner to attract external funding for sport and active recreation infrastructure and program initiatives
• Recommend priorities to the Sport & Active Recreation Coordinator and others for resource allocation and development of sport and active recreation facilities and services in Hepburn Shire, based on identified community need.

• Understand existing and projected community characteristics, in order to support the Sport & Active Recreation Coordinator to plan for the sport and active recreation needs of the community.

• Maintain general knowledge of planning and active recreation trends and statistics in order to provide advice on sport and active recreation planning issues.

• Assist with the implementation of Council’s Recreation & Open Space Strategy and other relevant sport and active recreation strategies and plans. Further develop a collaborative approach between the Sport & Active Recreation and Early Years & Healthy Communities teams in Council to ensure Public Health priorities are included in planning and positive outcomes are maximised.

Build Capacity of Community Groups, Sporting Clubs & Management Entities

• Work with local sporting clubs and active recreation community groups to help them strengthen their member base, participation rates and overall functionality.

• Assist clubs to identify their needs, develop and implement strategies to meet those needs and identify sources of funding.

• Facilitate discussions to develop partnerships between clubs and other stakeholders.

• Promote effective working relationships between Council, residents, clubs, active recreation community groups and other key stakeholders.

• Gather relevant data from clubs and active recreation groups to inform recreation planning.

• Create links between clubs, organisations and key agencies in the State.

• Assist clubs to implement programs and initiatives that help to achieve Council’s focus areas as identified in the Council Plan, Active Women & Girls Strategy, Municipal Public Health & Wellbeing Plan and other relevant strategies and plans (e.g. Gender Audits via Women’s Health Grampians, Good Sports Program, White Ribbon Rounds etc).

• Promote new programs and participation opportunities to the community that clubs and active recreation community groups are offering.

Recreation Facility Use

Liaise with sporting clubs and active recreation community groups on facility and recreation reserve needs to support the successful development and implementation of management contracts, management agreements, leases and licenses and other agreements with the support of the Council Property Officer.
• Support the Sport & Active Recreation Coordinator to review and implement Councils Facility Management Framework for agreements, leases and licences and other arrangements for sporting clubs and active recreation community groups.

• Liaise with sporting clubs and active recreation community groups to plan seasonal facility and recreation reserve use and communicate internally to relevant Council departments such as Parks & Open Spaces to coordinate maintenance and other works (e.g. Turf Renewal Program)

• Partner with Parks and Open Spaces, Facilities, Customer Service and other departments to ensure collaborative solutions and processes are in place to manage Council owned community facilities with sport and active recreation user groups

• Facilitate meetings with sport and active recreation facility users as required to assist to negotiate, troubleshoot and resolve any issues in accordance with Councils Facility Management Framework

• Facilitate and participate in project teams that contribute to the development of sport and active recreation facility related policies and strategies e.g.: Property Policy or Club Contribution Framework.

Sport & Recreation Community Partnerships

• Identify and support community-led sport and active recreation initiatives and programs

• Develop and support key sport and active recreation community partnerships and facilitate collaborative opportunities with key stakeholders in the sport and active recreation sector

• Represent Council’s strategic sport, recreation and active living interests in public forums including meetings with Government representatives, regional partners, property developers, sporting clubs, community groups and residents as required.

Masterplans, Funding, Sport & Active Recreation Pipeline:

• Act as a Council contact on the Recreation Master Plans and the Sport & Active Recreation Pipeline in conjunction with the Sport & Active Recreation Coordinator

• Develop & maintain the recreation pipeline in collaboration with other Council departments to effectively plan for budgets, funding and project delivery

• Liaise with SRV to coordinate existing projects & future funding

Other Duties

• Prepare and present Council reports, briefing papers, business cases and update databases as required

• Undertake budget monitoring and assist the Sport & Active Recreation Coordinator with the management of the Recreation budget and relevant project budgets

• Collation and reporting of Local Government Performance Reporting Framework data as required
• Other duties as directed

OCCUPATIONAL HEALTH AND SAFETY
• 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.
• Always ensure compliance with the provisions of the Occupational Health and Safety Act and Regulations.

Risk Management
• Ensure Council’s Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times.
• Minimize damage or loss of property in your control and report any damage, loss or exposures observed.

Emergency Management
• Assist with response / recovery arrangements in accordance with Council’s Municipal Emergency Management and Recovery Plans.

Other Duties
Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the relevant Award and/or the Hepburn Shire Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIP

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<tr>
<th>Reports to</th>
<th>Sport &amp; Recreation Coordinator</th>
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<tbody>
<tr>
<td>Internal liaisons</td>
<td>Property Officer, Facilities Coordinator, Project Officers, Health &amp; Wellbeing Officer, Parks &amp; Open Spaces Coordinator, Parks &amp; Open Spaces Labourers, Grants Officer</td>
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<tr>
<td>External liaisons</td>
<td>Sporting clubs and active recreation providers, state and federal government departments, state sporting associations, relevant networks</td>
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ACCOUNTABILITY
• The position manages resources, provides specialist advice to clients and has input into the development of policy. In providing advice, freedom to act is subject regulations, policies and regular supervision. The effect of decisions and actions on individual clients may be significant but is subject to review by the Sport & Active Recreation Coordinator or Community and Economic Development Manager.
EXTENT OF AUTHORITY

- The Sport & Recreation Officer works under limited direction and will be required to exercise a degree of autonomy to achieve position outcomes and objectives within department objectives and budget constraints.

JUDGEMENT AND DECISION MAKING

- The nature of the work is specialised in the recreation industry, with methods, procedures and processes developed from theory and precedent. The work involves improving methods and techniques generally based on previous experience, and problem solving is based on the application of these techniques to new situations. Guidance and advice are usually available.

SPECIALIST KNOWLEDGE AND SKILLS

- An understanding of and proficiency in the application of theory in the recreation field, including the underlying principles as distinct from the practices.
- Analytical and investigative skills sufficient to contribute towards the development of the Council’s Recreation & Open Space Strategy and related strategies, plans and policies.
- An understanding of the long-term goals of the Community and Economic Development Unit and of the relevant policies of both the Unit and the Hepburn Shire Council.
- The ability to identify and respond to community / stakeholder needs and expectations.
- Familiarity with the principles and practices of budgeting techniques.

MANAGEMENT SKILLS

- The ability to manage time, set priorities and plan and organise work to achieve specific and set objectives efficiently with the resources available and within a set timetable.

INTERPERSONAL SKILLS

- High level of interpersonal communication, consultation, conflict resolution and negotiation skills and demonstrated ability to establish positive and productive working relationships with a range of stakeholders, both internal and external.

QUALIFICATIONS AND EXPERIENCE

- Demonstrated experience in a similar role or in sport and recreation or leisure studies. Relevant experience within a local government environment would be highly regarded. Relevant tertiary qualification is highly regarded.

VARIATION TO CONDITIONS OF EMPLOYMENT

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms and Conditions of Employment.

Adherence to all Hepburn Shire Council’s policies and procedures including but not limited to:

- Code of Conduct
- Acceptance of Gifts and Hospitality
- Information and Privacy
- Equal Opportunity
• Counselling and Discipline
• Protected Disclosures

KEY SELECTION CRITERIA
Selection will be based on the following Selection Criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the Position Description.
• Ability to demonstrate and display the Hepburn Shire Council Values - Accountability, Respect, Excellence, Trust and Fun.
• Demonstrated experience in sport and active recreation planning. Experience with aquatic facilities and operations, particularly contract management, will be highly regarded.
• Exposure to best practice approaches for sport and active recreation facility management
• Sound knowledge and experience in building the capacity of community organisations, clubs and management entities
• Demonstrated experience using interpersonal skills to work collaboratively with community organisations and Management Entities
• Demonstrated experience in project management and delivery in a similar environment
• High level written communication skills with experience in preparing funding submissions, operational reports and creating and maintaining databases
• Experience in strategy/plan implementation
• An ability to contribute and work effectively in a team environment and across Council departments
• Experience within a local government context will be highly regarded

The following signatures are required to indicate understanding, agreement and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in consultation with the employee.

<table>
<thead>
<tr>
<th>AUTHORISATIONS</th>
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<tbody>
<tr>
<td>CEO: Evan King</td>
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<tr>
<td>Signed_______________________Date <em>/<strong>/</strong></em></td>
</tr>
<tr>
<td>Manager People &amp; Culture:</td>
</tr>
<tr>
<td>Signed_______________________Date <em>/<strong>/</strong></em></td>
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CONDITIONS OF EMPLOYMENT:

Employment conditions for all employees are in accordance with the relevant award, employment contract or industrial agreement. Currently the awards pertaining to Hepburn Shire Council employees are:

- Hepburn Shire Council Enterprise Agreement (#8) 2017 (Agreement ID AG2017/1883)
- National Training Wage Award 2000

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details, copies of Awards and Agreements can be downloaded from Fair Work Australia www.fwa.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

APPLICATION PROCESS

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling and a medical examination.

Employment is subject to the return of a satisfactory National Criminal History Check (Police Check) and where possible this must be completed prior to commencement.

Appointment to positions within Hepburn Shire Council is on the basis of merit. Hepburn Shire Council is committed to providing an inclusive and safe work environment which embraces the diverse backgrounds and experience of all people.

KEY SELECTION CRITERIA

The Position Description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job.

Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

MORE INFORMATION

The Contact Officer’s name is stated on the Job Advertisement. If you have any queries please contact this person, so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

CANVASSING OF COUNCILLORS AND COUNCIL OFFICERS:

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

WHERE TO SEND APPLICATIONS:

Applications can be sent to employmentapplications@hepburn.vic.gov.au or uploaded through SEEK where a role has been advertised.

Applications will be kept strictly confidential and should be addressed to -

- Hepburn Shire Council –
  Attention: People and Culture Department
  (write name of position applying for)
- P.O. Box 21, Daylesford VIC 3460