

# Position Description

## Community Recreation & Sport Coordinator

### Council Strategic Vision

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

### Our Culture

A place that proudly delivers great things.

Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

### Our Values

As a values-based organisation, we demonstrate our values through our behaviours. These values guide everything we do.



#### **A** Achievement

Deliver agreed outcomes for our community



#### **R** Respect

Act with honesty and integrity



#### **I** Innovation

Seek better ways



#### **S** Simplicity

Easy to do business with



#### **E** Engagement

Provide opportunities for all to participate

<b>Position Title</b>	Community Recreation & Sport Coordinator
<b>Position Number(s)</b>	CHB0048
<b>Classification</b>	Level 4
<b>Reports to</b>	Recreation & Sport Planning Lead
<b>Division</b>	Assets & Delivery
<b>Department</b>	Public Realm & Urban Design
<b>Direct reports</b>	Nil

## Position Purpose

The Community Recreation & Sport Coordinator supports the delivery of a range of sport and recreation programs for the City of Holdfast Bay community. This position will be the liaison between Sport and Recreation clubs and the wider Public Realm and Urban Design Team and will organise initiatives and programs that maximises participation in community based healthy lifestyle activities for the Holdfast Bay community.

## Key Relationships/Interactions

### Internal

- This position reports to the Recreation & Sport Planning Lead
- There are no staff reporting to this position

### External

- Community Sport and Recreation Clubs based in the City of Holdfast Bay
- Sport and Recreation stakeholders from surrounding municipalities
- Office for Recreation and Sport
- Sport SA
- State Sporting Associations including SACA, Bowls SA, Netball SA, SANFL, Tennis SA and Rugby SA
- State and National sport and recreation advisory bodies including Parks and Leisure Australia

## Special Conditions

- Some out of hours work may be required including attendance at official meetings after hours.
- In line with council's Background Screening & Reporting Procedures, Department of Human Services (DHS) screening clearances are required for all positions and will be renewed upon expiry thereafter.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory medical and/or functional assessment may be required.

# Key Accountabilities

The Community Recreation Sport Coordinator is responsible to:

- Maintain strong and positive relationships with the network of sports and recreation clubs within the City of Holdfast Bay.
- Assist community sport and recreation clubs with:
  - funding applications,
  - club development and training programs
  - share facility and and partnership opportunities
- Represent City of Holdfast Bay positively on various Community Sport and Recreation working groups.
- Provide input into sport and recreation related actions contained within the Council's Open Space and Public Realm Strategy
- Identify and provide support to Community Sport and Recreation clubs partner with surrounding Councils and relevant Government departments.
- Provide support to deliver sport, recreation and open space initiatives, programs and projects in collaboration with internal and external stakeholders.
- Assist with the delivery of sport and recreation infrastructure projects as directed by Recreation and Sport Planning Lead, for community facilities and public open space.
- Assist with accurate and timely project reporting to Council and grant acquittals to key funding partners.

## Stakeholder Engagement

- Maintain positive relationships and be Council's primary contact with the network of sports and recreation clubs within the City of Holdfast Bay.
- Collaborate with cross-program project teams to deliver Council wide projects.
- Provide timely, professional advice and guidance to Council and administration on community, recreation, sport and open space planning issues and initiatives.
- Develop and maintain partnerships with government agencies, commercial and not for profit organisations to co-deliver recreation and sport facilities and programs throughout the City.
- Maintain strong links with the sport and recreation industry. Represent the needs and interests of the City of Holdfast Bay through participation in relevant forums and networks at the local and peak body level.
- Attend identified network and committee meetings requiring understanding of sport and/or recreation planning.
- Develop and maintain respectful and positive relationships both internally and with customers and volunteers.
- Actively participate and maintain a customer focused culture

## Systems and Processes

- Initiate, develop and oversee and deliver a range of innovative community, health, recreation and sport strategies, events and activities across the City of Holdfast Bay.
- Deliver key sport and recreation actions outlined in the Open Space and Public Realm Strategy.
- Assist with preparation of reports for Council.
- Contribute to the development and implementation of master plans and concept designs for recreation and sport facilities across the Council area.
- Coordinate programs and services that support clubs with a recreation focus to be sustainable and inclusive. This includes club development opportunities, assisting with sourcing of grants, governance (club constitutions, meeting procedures, role of management boards and reporting), conflict resolution and membership.

- Become Council’s first point of call for community clubs, build a positive rapport and provide advice and support or identify alternate Council area to support clubs as needed.
- Establish and maintain a database of local community and sporting clubs, groups and key stakeholders for internal use across Council.
- Maintain club communication and update relevant sport and recreation website content in collaboration with other council departments.
- Liaise with sporting clubs and active recreation community groups on facility and recreation reserve needs to support Council’s Property Manager in the successful management of agreements, leases and licenses and other agreements.
- Effectively manage and maintain the allocation of personal training and fitness activity permits required in relation to hire and access of open space and recreation reserves for physical activity.
- Under guidance of Recreation and Sport Lead, coordinate Brighton Pump Track operations. This includes risk management, volunteer training, liaison with Department of Infrastructure and Transport and lease provisions.

### Quality and Cost

- Monitor and track project budgets to ensure projects are delivered on time and within the allocated budget.
- Seek external sources of funding from Federal and State government agencies to support the delivery of masterplans and a range of community sport and recreation programs.
- Conduct research and analysis relating to industry trend, leading best practice and current and future community needs to identify service gaps, inform community and recreation development strategies, projects and planning.
- Contribute to the fulfilment of the Public Realm & Urban Design Team Annual Business Plan objectives as they relate to this position.
- Deliver quality outcomes on time and on-budget.
- Undertake research and small projects as required.

## Selection Criteria

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A tertiary qualification in a relevant discipline or experience in a similar role</li> </ul>	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge of sport, recreation and/or community planning programs, development and resources and sources of funding</li> <li>• Knowledge and understanding of guidelines and standards relevant to the area of operation</li> <li>• Understanding of and appreciation for the challenges faced by recreation and sport community clubs, volunteer capabilities and limitations and contemporary solutions to address these challenges</li> <li>• Understanding of community development, recreation, sport, open space and health including key partners, stakeholders and interest groups.</li> <li>• Understanding of resource allocation and planning</li> <li>• Experience in development and implementation of community and recreation programs, events and activities.</li> <li>• Understanding of project management principles</li> </ul>	<b>Essential</b>  <b>Essential</b>  <b>Essential</b>  <b>Essential</b>  <b>Essential</b> <b>Desirable</b>  <b>Desirable</b> <b>Desirable</b>

	<ul style="list-style-type: none"> <li>Knowledge of external trends and State strategic aspirations impacting on the outcomes of the role</li> </ul>	
<b>Personal Capabilities</b>	<ul style="list-style-type: none"> <li>Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community</li> <li>Strong verbal and written communication skills with the ability to negotiate, influence and motivate others</li> <li>Ability to prioritise workload and meet set timelines</li> <li>Ability to be resilient, innovative, flexible and readily accommodate change</li> <li>Ability to analyse problems, evaluate alternatives, provide solutions and make decisions based on sound judgement</li> <li>Ability to work both independently and in a team environment</li> <li>Ability to share information and expertise freely</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b> <b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p>
<b>Collaboration &amp; Communication</b>	<ul style="list-style-type: none"> <li>Demonstrated commitment to teamwork and the maintenance of a supportive work environment</li> <li>Demonstrated capability to establish positive connections and engage in consultation, negotiation, and communication with staff, volunteers and other stakeholders both orally and in written form.</li> <li>Experience in developing and maintaining industry partnerships and networks and working collaboratively with stakeholders to achieve quality outcomes</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p>
<b>Customer Service &amp; Continuous Improvement</b>	<ul style="list-style-type: none"> <li>Demonstrated commitment to exceptional customer service with a solution focused approach to service delivery</li> <li>Actively participate and maintain a customer focused culture</li> <li>Actively seek and suggest ways to improve work practices and outcomes</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b> <b>Essential</b></p>
<b>Corporate</b>	<ul style="list-style-type: none"> <li>Working knowledge of the Microsoft Office suite and use of corporate technology</li> <li>Experience in developing, monitoring and reporting against performance indicators and targets</li> <li>Experience in the use of Technology One suite of applications</li> <li>Experience in budget preparation and reporting</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Desirable</b></p> <p><b>Desirable</b></p>
<b>Government</b>	<ul style="list-style-type: none"> <li>Experience working in or broad understanding of government environment</li> </ul>	<p><b>Desirable</b></p>

## Workplace Health and Safety and Return to Work Responsibilities

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission.

In particular employees are responsible for:

- Complying with any reasonable instruction and cooperating with any reasonable policy or procedure related to WHS.

- Taking reasonable care in regard to work health and safety.
- Participating in training or other activities provided to protect their health and safety whilst at work.
- Actively participate in rehabilitation and return to work programs as required.
- Ensuring that they are fit for work and not in such state (due to alcohol, drugs or any other reason) as to endanger their own safety or the safety of any other person at work.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Utilise and maintain appropriate personal protective equipment.

## Corporate Systems & Information Management

Make certain that all corporate data and documents are recorded and handled within the suitable corporate systems, following the organisation's established policies and procedures regarding information governance and records management, both in electronic and physical formats.

## Performance Development Review (PDR)

Employees will actively engage in the Performance Development Review (PDR) process, which involves setting work priorities, tracking progress towards goals, and offering input on how individual skills can be enhanced in alignment with the role.

## Acknowledgement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.

Employee Name: \_\_\_\_\_ Direct Manager: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_