



## POSITION DESCRIPTION

<b>Position Title</b>	Recreation Officer
<b>Position Code</b>	7155
<b>Business Unit</b>	Community & Recreation
<b>Work Group</b>	Community & Recreation
<b>Position Classification</b>	Band 6
<b>Effective Date</b>	May 2023

### Our Vision

We are an inclusive, courageous and compassionate community, who have built our future on a respectful balance between the urban and the rural. We are known for our natural beauty, access to opportunities and innovation, our resilience, and our community strength. We have a mature and healthy landscape that supports our wellbeing and forms a strong part of our identity. We are the place where everyone has the ability to engage, to prosper, to be supported, and to grow.

### Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. Position Objectives

Under the supervision of the Community & Recreation Coordinator, facilitate council's response to recreation needs, supporting our sporting organisations to ensure there are opportunities where everyone has the ability to engage, prosper, be supported and grow. In addition, this role will facilitate council's community recreation and open space-based masterplans to ensure council is achieving the objectives of the Council plan.

## 2. Working Relationships

Reports to	Community & Recreation Coordinator
Supervises	Bookings and Support Officer Temporary Roles, Contractors, consultants, students and volunteers as required

## 3. Key Responsibilities

**3.1.** Through regular engagement with sporting clubs monitor current sport and recreation trends and issues within the Rural City of Wangaratta to support development of council's recreation planning. Oversee the update of council's recreational planning documents to ensure that council is responding to emerging recreation needs.

**3.2.** Provide advice and advocacy to Council on recreation issues and Policy development to improve health and wellbeing outcomes across Wangaratta

**3.3.** Provide council's point of contact for sport clubs & organisations, engaging with these groups to increase participation through growing club organisational capacity and responding to current recreation issues, including taking an active role in Council's Sport and Recreation Advisory Committee

**3.4.** Facilitate council's sports ground booking process, overseeing the process for seasonal and occasional bookings ensuring our clubs have an excellent customer experience.

**3.5.** Develop and maintain effective networks with agencies working in the recreation space, working with these agencies to ensure that development, funding and other opportunities are maximised.

**3.6.** As part of a team, develop and deliver on Council's community, recreation and open space-based masterplans, strategies and sport and recreation policies in a consistent manner, ensuring that these masterplans are achieving the outcomes sought within the council plan.

## 4. Core Physical Requirements

**4.1** Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.

**4.2** Capacity to work in an outdoor environment for varying periods of time.

**4.3** Capacity to, on occasion, lift items unspecified in weight within individual limits.

**4.4** Capacity to drive a motor vehicle, or reliable access to transportation.

## **5. Accountability and Extent of Authority**

**5.1** Authority to represent the unit on Council and community committees.

**5.2** Accountable for providing advice, guidance, assistance and information regarding community needs in accordance with Council objectives and budget parameters.

**5.3** Accountable for management of projects, budgets and reporting any related issues promptly to Community & Recreation Coordinator.

**5.4** Provide accurate, timely and meaningful advice to the Community & Recreation Coordinator and Manager Community Services on matters related to issues impacting sport and recreation.

**5.5** To deliver and report on events and community sport and recreation initiatives

## **6. Judgement and Decision Making**

**6.1** Guidance and advice will be available from the Community & Recreation Coordinator and senior staff, but a level of independent decision making is required.

**6.2** This role is required to solve problems that can be complex and may require some creativity in finding a solution.

**6.3** The capacity to identify and analyse critically a range of options for the effective provision of community services for sport and recreational organisations including booking processes, communications and agreements with other user groups.

**6.4** Required to deliver comprehensive advice in a proactive manner on current and emerging issues in relation to the development of community groups and community sport.

## **7. Knowledge and Skills**

### **7.1 Specialist Skills and Knowledge**

**7.1.1** Well developed knowledge and understanding of recreation issues and policy.

**7.1.2** Knowledge and experience of recreation issues, including capacity to develop community networks and relationships to achieve common goals.

**7.1.3** Knowledge and understanding of the requirements and operations of government agencies, including Local Government's role in planning and the provision of recreational services and facilities.

**7.1.4** Knowledge of government infrastructure networks and funding opportunities for community based agencies.

**7.1.5** Ability to provide high quality professional advice in responding to changing community expectations, competing demands and resourcing capacity.

**7.1.6** Understanding of service provision within an allocated budget.

**7.1.7** Ability to prepare written reports and correspondence which is capable of conveying a clear and concise meaning.

## **7.2 Management Skills**

**7.2.1** Sound organisational and time management skills.

**7.2.2** Ability to oversee and manage multiple projects within set time and resources.

**7.2.3** Ability to manage staff, volunteers and resources to achieve outcomes within budget

## **7.3 Interpersonal Skills**

**7.3.1** Ability to liaise with counterparts in other organisations to discuss relevant specialist problems and issues.

**7.3.2** Demonstrated ability to liaise effectively with all levels of staff, senior management, Councillors, external agencies and with the wider community to achieve identified goals, using sound communication and problem-solving skills.

**7.3.3** Demonstrated ability and commitment to work as part of a team to achieve identified goals.

**7.3.4** Well developed verbal and written communication skills.

**7.3.5** Sound political acumen.

## **8. Qualifications and Experience**

**8.1** Tertiary qualifications and / or substantial relevant experience in Social Science, recreation, community development, planning or other relevant disciplines.

**8.2** Demonstrated experience and ability to work proactively with community based organisations to achieve identified goals.

**8.3** Demonstrated experience in developing strategic or operational plans and an understanding of policy and planning processes.

**8.4** Experience in planning and implementing successful community recreation projects.

**8.5** Previous experience in contract management and managing the delivery of multiple projects.

## **9. Key Selection Criteria**

**9.1.** Tertiary qualifications in Social Science, recreation, community development, planning or other relevant disciplines and/or relevant experience in the community development field.

**9.2.** Experience working with community groups and sports clubs to achieve agreed outcomes. A demonstrated understanding of current issues facing community sports clubs and volunteers.

**9.3.** Experience in the administration, planning and implementation of successful community projects. A demonstrated ability to be objective and impartial.

**9.4.** Highly developed organisational and time management skills and the ability to work autonomously. A demonstrated ability to assist, support and work cooperatively in a team environment to provide a quality service. Sound communication and problem-solving skills.

**9.5.** Proficient in the operation of office and screen-based equipment, including the Microsoft Office suite of programs, with an understanding of database management, and customer relationship management (CRM) systems.

**Authorised by: Director – Community & Infrastructure**

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**Date:**

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**Employee's Signature:**

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**Date:**