

# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
Coordinator Sport & Recreation Strategic Planning	1697
<b>CLASSIFICATION</b>	<b>ANZSCO</b>
Band 8	272612
<b>DEPARTMENT</b>	<b>DIVISION</b>
Recreation Services	Community Wellbeing
<b>AGREEMENT</b>	<b>LOCATION</b>
Ballarat City Council Enterprise Agreement No. 8 2019	Phoenix Building

## Position Objectives

The primary objective of this position is to lead a team in recreation strategic planning and delivery to define recreation policies, strategies, plans and programs which assess and reflect the identified recreation and health and well-being needs of the communities of the City of Ballarat. The role is specifically responsible for recreation strategic planning, local and regional physical activity planning and programming.

- To be the coordinator in Recreation Services local master planning and strategy development.
- Provide advocacy for recreation strategic planning within the Community Wellbeing Unit Directorate, across Council and externally.
- Ensure the Community Wellbeing Unit Directorate is an active participant on strategic land use planning programs and developer contributions processes.
- Establishment of a clear community sporting infrastructure planning process which aligns with strategic planning processes across Council departments.
- Develop a Sports Infrastructure and Facilities Framework Plan
- Facilitate the implementation of the Recreation Services Capital Project 10-year plan to meet Council priorities requirements including monitoring of budgets and support in prioritising projects across departments.
- To lead strategic planning development for sport and recreation.
- To lead local facility feasibility studies for sport and recreation.
- To plan, develop and deliver strategic planning and development of fundamental Recreation Sports facilities, services and programs in a timely and sustainable manner that meets the long-term strategic visions and plans for Council aligning to State strategic visions and plans.
- Monitor and incorporate recreation, open space and leisure trends and community needs and devise strategies, policies, and planning studies to address emerging issues.
- To keep ELT (Executive Leadership Team) and Council informed of the issues in an effective manner.
- To develop referral responses to other relevant units based on policies, projects, and programs.
- To develop and contribute to the Unit's policies and guidelines.
- To author reports and prepare external correspondence.
- To foster the importance of community participation in Recreation Services for health and wellbeing.
- To coordinate and formulate Recreation Services within council Master plans with the Coordinator Sports Infrastructure and Master Plans.
- Be the recreation services representative advocate for recreation services implementation in council growth zones. Ensure that council responds to new initiatives within the recreation services unit by developing and implementing plans that deliver measurable outcomes from new sport and active living programs. Continue to progress the following programs and strategy:
  - Women and Girls strategy implementation
  - Monitor implementation and review the Active Ballarat Strategic Plan
  - Other program development initiatives that arise from time to time

# POSITION DESCRIPTION

## Key Responsibility Areas

### Planning

- Lead the implementation of Council's Active Ballarat Strategy and Active Women & Girls Strategy.
- Lead recreation planning processes to ensure Council meets its obligations of meeting sport and recreation demands
- Lead the development of a sports infrastructure development framework plan
- Facilitate and lead a coordinated effort to help achieve the recommended outcomes of relevant municipal and regional plans.
- In collaboration with stakeholders and other officers, participate in the examination of building and planning proposals which relate to sporting and recreation opportunities within the City and region.
- Lead Community Wellbeing Unit Directorate on issues connected with strategic land use planning.
- Facilitate Fees and Charges guidelines (Fair Play) for all stakeholders.

### Promotion and Information Provision

- Respond as appropriate to community requests for assistance and information about recreation services and community-based committees where needed.
- Act as a City of Ballarat representative on appropriate policy, planning and co-ordination bodies.

### Grant / Administration and Reporting

- Maximise the opportunities to implement recreation planning and development projects for the City of Ballarat through State and Federal Government funding.
- Prepare specific project briefs and feasibility studies for outsourced projects and ensure quality standards of service delivery.

### Financial and Contract Management

- To liaise with sporting clubs, community groups and Councilors to prepare recreation and open space related projects from an initial idea to a concept stage.
- To client manage Master Planning, Landscape Planning, and Feasibility Studies relating to sport, recreation and open space.
- Assist in the preparation of Recreation Services annual budget.
- Lead the development of Recreation Services 10 Year Capital Plan
- Work with the team to help manage all estimates and works programs.

### Policy Development

- Formulation of policy and develop strategies and guidelines to support Council policy directions.
- Preparation of reports / submissions for Senior Management and Council regarding political and strategic issues to meet existing and future community needs, and to seek funding opportunities from external sources.
- Work across departmental boundaries, especially in strategic planning, environmental planning, developer contribution programs and community development objectives, are achieved.

### General Management

- Undertaking investigations and preparing reports and correspondence in response to organisation and public requests.
- Conduct risk assessments and implement risk reduction strategies in association with Executive Manager Recreation Services.

# POSITION DESCRIPTION

## Organisational Responsibilities

- Practice and promote Council's Equal Opportunity, Harassment and Bullying principles by treating fellow staff and our customers fairly and equitably and without discrimination, harassment, or bullying.
- Be familiar with Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Promote a positive image of the council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

### *All Employees and Volunteers*

- Report hazards and incidents as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.

### *Team Leaders (including Supervisors and Coordinators)*

- At a minimum >90% of operational health and safety plan actions are complete.
- Ensure investigations are completed and corrective actions are implemented within policy timeframes.
- At a minimum conduct, monthly team meetings where health and safety is a standing agenda item.

## REPORTS TO:

Executive Manager Recreation Services

## DIRECT REPORTS:

- Recreation Officer – Club Liaison & Support (3)
- Recreation Facilities Bookings Officer

## ORGANISATIONAL RELATIONSHIPS

### Internal:

- All employees of the Ballarat City Council

### External:

- Sport & Active Living Associations / Leagues / Clubs
- Community Organisations / Committees
- Sports central
- Government Departments
- Users of recreation and sports facilities
- Local Schools and Service Providers
- General Public

## ORGANISATIONAL RELATIONSHIPS

### Accountability and extent of authority

- Coordinate the efficient and effective development of recreation services and facilities according to policy objectives
- Authority to provide specialist advice on recreational issues internally within the organisation and to external clients, subject to regulations and policies
- Coordinate the development of suitable recreation policies

# POSITION DESCRIPTION

- This position has scope to exercise discretion in the application of established standards and procedures
- Coordinate identify and secure government grants ensuring that conditions of grants are met
- Responsible for the development of tender documentation, contracts and negotiated agreements in relation to capital project plans and strategic feasibility studies
- Responsible for budget application and have the ability to undertake expenditure within budget parameters, and provide input into budget planning/forecasting
- Responsible for the timely production of reports to Leadership Team and Council
- Act autonomously in the day-to-day management of resources under supervision, where freedom to act is governed by policies, objectives and budgets with reporting to the Executive Manager to ensure achievement of team goals and objectives as required
- To make a positive contribution to the efficient and effective output of the area by completing objectives and providing direct support and assistance to other staff as required. This is in accordance with customers' needs, within nominated timeframes

## Judgement and decision making

- The work outcomes for the position are developed in conjunction with the Executive Manager Recreation Services, with the scope to select and develop appropriate methods from a range of alternatives to reach these outcomes
- Required to resolve and negotiate complex problems with diverse community groups and provide advice on the development of appropriate policy for Council
- The person will be required to make high level professional judgements and decisions critical to the department effecting the organisation
- The work is subject to plans and objectives set by the Executive Manager Recreation Services and Organisation
- The employee will possess the judgement and decision-making skills necessary to achieve the Unit's objectives
- Utilise highly developed personal and professional expertise to provide advice internally and externally
- Prepare reports for the Executive Manager Recreation Services with recommendations to Management and Council in relation to recreation planning issues
- The person will be required to direct budgetary decisions
- Required to solve problems by adapting previous experiences along with objectives of the organisation/department, analysing available options and making recommendations for action.

## Specialist skills and knowledge

- A strong understanding of Local Government processes and State and Federal priorities
- A sound knowledge of Recreation Services Unit philosophies and principles
- Demonstrated skills in developing strategies, services, programs and facilities in an effective and sustainable manner for the community
- Demonstrated project management skills, in particular with reference to the processes of scoping and developing projects including identifying functional and ongoing operational issues
- Experience in developing and implementing broad organisational policies
- Ability to support and work effectively with the business and community groups
- Experience in community liaison and empowerment
- In depth knowledge of the Unit's long-term goals and policies including an appreciation of wider organisational goals
- Demonstrated ability to respond to unplanned issues within a political context
- Demonstrated ability to develop and compile successful funding submissions
- Ability to write reports and prepare external correspondence

# POSITION DESCRIPTION

- Awareness of risk management practices and legislative matters regarding public liability.
- Demonstrated experience with relevant budgeting techniques, with the ability to direct the developing and monitoring budgets for recreation programs and services
- Proficiency in computer and database management and high-level skills in Microsoft Word, Excel, and Access

## Management skills

- Established skills in time management, planning and organizing one's own workload and that of other employees so as to achieve specific and set objectives
- Demonstrated ability to manage staff and both directly and indirectly across the organisation.
- Setting of priorities and the ability to achieve broad long-term goals and short-term objectives in the most efficient way possible within available resources and a set timeframe
- An ability to work independently and autonomously and in a team environment
- Understanding of and ability to implement personnel policies and practices, including Equal Employment Opportunity, Occupational Health and Safety and Risk Management policies
- Ability to develop and implement long term staffing strategies, including implementation of recruitment and selection procedures and employee development schemes.
- Ability to respond positively to change
- Political awareness

## Interpersonal skills

- Well-developed oral communication skills to communicate clearly and effectively with staff, Councillors and the community to coordinate projects
- Excellent written communication skills to effectively prepare council and internal reports, external correspondence, guidelines and policy papers
- Proven ability to gain cooperation and assistance from a range of people including other staff, community representatives, statutory and government representatives
- High level ability to provide clear advice in both oral and written form about the matters for which the position is responsible in a courteous and efficient manner to both internal and external customers
- Ability to motivate and develop employees, and resolve issues within the organisation through team work and gaining cooperation of staff
- Ability to demonstrate integrity, responsibility, respect and innovation in all aspects of the position
- Highly developed skills in negotiation, problem solving skills and facilitation
- Ability to liaise with internal and external counterparts to discuss and resolve specialist issues or concerns

## Qualifications and experience

- A tertiary qualification in a relevant field (leisure, sport and active living, sport, events or community development) is essential with several years of subsequent relevant experience or lesser formal qualifications and extensive relevant experience, within the industry.
- Postgraduate qualifications would be desirable.
- Demonstrated staff management experience.
- Diverse experience in strategic planning and/or growth area planning.
- Experience in community liaison, project management and planning.
- An extensive knowledge of the recreation industry and associated issues.

# POSITION DESCRIPTION

## SELECTION CRITERIA

- Qualifications and experience as listed above.
- Proven ability to manage people within a team environment
- Effective written and oral communication skills, including influencing and negotiating, rapport building, experience in liaising with a wide range of internal and external contacts, report writing and preparation of funding submissions.
- Understanding of the processes and the planning that is necessary to ensure delivery of sport and recreation facilities in growth areas, with an ability to analyse complex and significant recreation and open space issues and understand the needs of internal providers, the political environment, the community and others.
- Proven capacity and ability to support, negotiate and work with community sport / recreation clubs and associations.
- Highly developed planning skills including experience in developing policies, strategies, and master plans.
- Demonstrated financial management skills with the ability to deliver capital projects on time and within budget parameters.