



Murrindindi
Shire Council

Position Description

Recreation and Community
Development Officer

Professionalism Integrity Accountability Empathy



Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

POSITION TITLE

Recreation and Community Development Officer

JOB NUMBER

434

CLASSIFICATION

Murrindindi Council Enterprise Agreement
Band 6

GROUP

Community & Development

DEPARTMENT

Community Wellbeing

APPROVED BY

Manager Community Wellbeing

DATE

July 2024

Position Overview and Objective

To support healthy, connected and inclusive communities through the delivery of Council's Aquatics Service and implementation of priorities from the Recreation and Open Space Strategy and the Municipal Public Health and Wellbeing Plan.

Key Responsibilities

Aquatic Service Coordination

- Coordinate facility preparation including pool operations, water quality standards and oversight.
- Coordinate aquatic programs, including recruitment requirements and marketing strategies to maximise participation.
- Supervision of Aquatics Operations and Facility Supervisors to ensure a professional standard that maintains high customer service standards.
- Maintain OH&S standards with appropriate policy, procedures and manuals.
- Coordinate administration procedures to support continuous improvement.
- Engage with aquatic industry peak bodies to ensure facilities continue to meet industry standards and governance requirements.
- Supervision of Aquatics Operations and Facility Supervisors to ensure a professional standard that maintains high customer service standards.

Recreation and Community Development

- Lead and support key projects to progress implementation of the Council Plan, Recreation and Open Space Strategy and Municipal Public Health and Wellbeing Plan.
- Apply a broad range of community development and engagement processes and practices to assist Council and the community to identify and implement local priorities to enhance health and wellbeing outcomes.
- Provide support to sporting and recreation clubs, acting as the point of contact for Council services.
- Build relationships and networks with residents and community groups to encourage their participation in local activities and projects.
- Enhance skill development of community leaders, volunteers, community groups and local representative working groups (committee) members, to support project development including via Council's Grants and Contributions Program.
- Maintain relationships with state funding bodies and the non-government sector to identify, monitor and seek grant funding opportunities.

Research and administration

- Work across all departments of Council to ensure that relevant community priorities are incorporated into Council's strategic and annual planning cycles.
- Develop service and project plans and prepare funding submissions to deliver community projects identified by the community and defined in policy and plans.
- Monitor and provide advice on emerging and current community issues and proposed directions.
- Convene, resource and provide support to internal and external working groups that relate to implementation of local priorities
- Provide and present quality, timely and accurate advice, information and reports as required.

Organisational Relationship

Reports to:	Coordinator Community Development
Supervises:	Aquatics Operations and Facility Supervisors
Internal Relationships:	Manager Community Wellbeing Coordinator Facilities Coordinators and Project Managers Community Engagement team Communications team Economic Development team Grants Officer
External Relationships:	Residents and ratepayers of all ages Community groups and networks Business and industry groups Schools and early years' services Health and support service providers

Key Selection Criteria

- Tertiary qualifications (diploma or degree equivalent) in recreation, community engagement, community development or related discipline with a minimum 4 years' experience.
- Demonstrated experience in coordinating recreation or aquatic programs and services.
- Experience in pool operations would be advantageous.
- Experience in leadership and supervision of staff.
- Demonstrated ability to strengthen and build the capacity of communities.
- Well-developed skills and experience in managing group dynamics, group facilitation and public speaking.
- Demonstrated ability to develop and maintain strong relationships with a diverse range of stakeholders.
- Demonstrated ability to organise and plan workflow, set priorities, manage a budget and meet deadlines to address the position's key responsibility areas.
- Knowledge and competence in risk management and OH&S principles as related to position's key responsibility areas.

Essential Position Requirements

The following section outlines requirements specific to this job.

Enterprise Agreement Ordinary Hours and Days Clause 16.2	"All" employee
Drivers Licence / Ability to travel	Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role
Physical Requirements	Physical requirement associated with an office based role
Psychological Requirements	All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control.
Checks	<p>Police / Criminal Record Check</p> <p>Yes – on commencement and during employment by self-disclosure obligation or at the direction of Council due to requirements of the position.</p> <p>Evidence of rights to work in Australia</p> <p>Required</p> <p>Working with Children Check</p> <p>Required to perform role due to direct work with children</p> <p>COVID Vaccination</p> <p>In accordance with Council policy</p>
Matters relevant to the above checks	Works with children / has access to child information
Information Technology Literacy	Well-developed knowledge and experience in computer literacy, using Microsoft Suite and other computer programs relevant to the position.
Work location conditions	Hybrid - In accordance with Flexible Work Policy
Outside ordinary hours of work	Ad hoc requirement for outside business hour or after hour work in accordance with business needs
Qualifications / Registrations / Licences / Memberships	As per key selection criteria

Band 6

Accountability and extent of authority	<ul style="list-style-type: none"> • Manage resources and/or provide advice to or regulate clients • Provide input into the development of policy • Where supervising resources, follow clear objectives and/or budgets with frequent prior consultation with more senior employees and regular reporting to ensure goals and objectives are met. • Make decisions and act in regard to the quality or cost of the programs and projects being managed. • Where providing specialist advice to clients or to regulate clients, adhere to regulations and policies and regular supervision. The effect of decisions and actions may be significant but it is usually subject to appeal or review by more senior employees. • Provide formal input into policy development within area of expertise and/or management. • If the role is primarily involved in policy development, then work will include investigation and analysis with ability to act prescribed by a more senior position. The quality of the output can have a significant effect on the process of policy development.
Judgment and decision making	<ul style="list-style-type: none"> • Undertake specialised work with methods, procedures and processes developed from theory or precedent. • Improve and/or develop methods and techniques based on previous experience. Solve problems by applying these techniques to new situations. Guidance and advice are usually available.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Proficient in applying theoretical or scientific discipline, including the underlying principles (as distinct from the practices). • Understanding of the long term goals of the functional unit and the relevance of policies of both the unit and the wider organisation. • Familiarity with relevant budgeting techniques, particularly where resource management is a requirement of the role.
Management skills	<ul style="list-style-type: none"> • Manage time, set priorities and plan and organise own work and that of supervised employees to achieve set and specific objectives. • Set objectives in the most efficient way possible within the resources available and within a set timetable. • Understand and implement basic human resource policies and practices including those related to equal employment opportunity, occupational health and safety and employees training and development.
Inter-personal skills	<ul style="list-style-type: none"> • Gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees where appropriate. • Liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.
Qualifications and experience	<ul style="list-style-type: none"> • Degree or diploma course with some relevant experience. • May also have less formal qualifications with substantial relevant work skills • Or may have substantial relevant experience in the field of specialist expertise.

Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country. We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

Organisational Responsibilities

Code of Conduct - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

Values – demonstrate and model Council’s values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

Customer Service – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

Diversity, Equity and Inclusion – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

Safeguarding children, young people and vulnerable community members – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

Workplace Health, Safety and Wellbeing – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

Environment & Sustainability – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



Murrindindi
Shire Council