Position Description for Recreation Development Officer

Department

Community Services

Organisational Environment

The City of Palmerston occupies 5500 hectares and is one of the fastest growing local government areas in Australia, with an estimated population of 25,000.

Council operations are encompassed by three Departments: Corporate Services, Community Services and Technical Services.

The position comes under the Community Services Department, reporting to the Director of Community Services. Other activities encompassed by the Community Services Department are:

- Law and Order;
- Arts, Culture and Heritage:
- Library;
- Community Facilities;
- Community Health and Safety;
- Community Planning; and
- Community Services.

Position Aims

The main objectives of the Palmerston City Council Sport and Recreation Officer are:

1. Promote the appropriate and equitable provision of a diverse range of recreation options for the benefit of Palmerston community by
   
   - overseeing, supporting and facilitating recreation programs, facilities, projects and activities, 
   - inputting to recreation related planning and coordination, and to recreation policy and strategy development.

2. In addition, the Recreation Officer will
   
   - provide professional advice to Council and officers on recreation development in Palmerston,
   - work collaboratively with other officers on projects of joint relevance, 
   - play a positive active role in the Community Services Department team.

Key objectives of the Palmerston City Council Sport and Recreation Officer include:

- Plan, organize, facilitate and promote a range of recreation programs, projects and activities encompassing active & passive recreation, and sporting & other leisure pursuits;

- Plan and oversee management or directly manage recreation facilities;
- In association with the Director of Community Services, formulate, pursue, monitor and evaluate management and budget plans relating to areas of responsibility;

- Facilitate cost effective use of Council and community recreation resources, for example through promoting appropriate resource sharing and joint use arrangements;

- Undertake consultation with representatives of recreation agencies, stakeholder groups and the wider community on recreation issues, needs and aspirations, and ensure their input is appropriately reflected in recreation outcomes;

- Coordinate recreation activities within Council and the wider community, for example convening and supporting a Council recreation forum and an Archer Sporting Complex user group;

- Provide professional advice and service to Elected Members and recreation related groups and organisations on such matters as land use, facility design, day to day management, fee structures, sponsorship options and lease arrangements;

- As required, advise on and oversee recreation components of other programs, such as the local Palmerston Festival; Active Australia; Australia Day;

- Undertake capacity building within Council and the wider community in relation to recreation matters;

- In association with other Council officers, maintain, manage and disseminate information on community recreation resources and issues;

- Identify, establish, and maintain strategic partnerships;

- Identify and obtain external sponsorship, funding and other resourcing to facilitate recreation development within the municipality; &

- With regard to Council recreation related facilities, programs and activities, develop and implement strategies to ensure
  
  - the safety and security of users and participants and protection of associated assets,
  - a developmental approach,
  - equal access and widespread community usage and participation,
  - a corporate, cooperative approach, &
  - compliance with the Work Health Act and Equal Employment Opportunity legislation.

Organizational Relationships

- Is accountable to the Director of Community Services, working under general direction only;
- Liaises with other officers in the performance of the above duties, providing specialist advice;
- Liaises with representatives of others spheres of government and the community and commercial sectors; &
- Supervises contracts as required.
Extent of Authority
- Provides specialist advice;
- Defines desired outcomes and develops related strategies;
- Exercises judgement where procedures are not clearly defined;
- Inputs to Council's decision making process through formal reports and recommendations; &
- Works under general direction only.

Accountability
- Is accountable to the Director of Community Services;
- Is accountable to the funding body for provision of community development services as per grant requirements; &
- Is accountable to clients at individual, group and service levels.

Requirements of the Job

(a) Skills
- High level interpersonal skills
- High level written and oral communication skills
- Ability to organize and act on community consultations with a wide range of community players
- Ability to work with special needs groups, including youth
- Skills in planning, coordinating, managing and evaluating recreation programs, projects and activities
- Capacity to plan and manage facilities
- Capacity to negotiate, supervise and monitor contracts
- Competence in negotiation and conflict resolution
- Skills in policy development
- Skills in developing strategic partnerships
- High level time management skills
- Advocacy skills
- Public speaking, training and presentation skills
- Ability to work independently and effectively and to manage competing priorities
- Capacity to work in a team

(b) Knowledge
- Modern facility, program and project management practice
- Sound knowledge local of government operations
- Sound knowledge of current trends in recreation development and the related role of the community, all spheres of government and the commercial sector
- Understanding of management requirements of community organisations
- Sound knowledge of Work Health and Equal Employment Opportunity legislative provisions
- Understanding of developmental processes

(c) Experience and Qualifications
- Tertiary level recreation studies or their equivalent
- Current license for driving a car
- Relevant experience in the recreation field extending over a number of years
- Familiarity with local government processes, with experience working in a local government setting preferred

**(d) Performance/Skills Standards**

- Demonstrated initiative and problem solving capacity
- Ability to plan, implement and evaluate program responsibilities
- Acceptance by the community, in particular organisations, groups and individuals with a strong interest in recreation
- Demonstrated commitment to a developmental approach, encompassing a broad definition of recreation (involving a wide range of passive & active, and sporting & other leisure)
- Quality and timely responses for reports and correspondence
- Quality of staff relations
- Quantitative output in relation to work area