



Position Description

Job Title:	Sports and Recreation Manager
Award:	<i>Queensland Local Government Industry (Stream A) Award - State 2017</i>
Division:	Division 2, Section 1 - Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
Classification:	Manager - Level 8 – Over Award Rate
Employment Type:	1 Year Contract Position - Full time
Department:	Community Services
Reports to:	Executive Manager Community Services
Location:	Kowanyama

POSITION SUMMARY

The position is responsible for the planning, co-ordination and implementation of Sports, Recreation, Youth Engagement and Community Events within the Community, in conjunction with the Council's direction.

KEY DUTIES:

The position has the following specific responsibilities:

- In co-ordination with other areas of council and outside bodies, continue to develop and maintain an Operational Plan for year round activities as these relate to:
 - Sport
 - School programs
 - Pool facility operation
 - Youth Engagement
 - Cultural Activities
 - Community Events
 - Healthy Foods Lifestyle program
- Ensure that the activities that have been planned to cater for all age groups within the Community.
- In cooperation with other areas of Council prepare costing (budgets) for the year's activities.
- Implement and coordinate planned activities
- Ensure that reports are prepared and submitted on each activity undertaken and include participation statistics, 'good news' stories and budgetary information.
- Any other activities that may be deemed appropriate, including the support and training of Sport and Recreation Trainees.
- Due to the position being partially funded by the Department of National Parks, Sport and Recreation (DNPSR), there is a need to liaise on a regular basis with staff from that office.
- Some travel may be required when organising and chaperoning teams to inter-community carnivals throughout the region.

The duties listed above are representative and characteristic of the duties required and the level of work performed. The position requires all other related duties be performed as and when required.

DELEGATED AUTHORITY & ACCOUNTABILITY

The Sports & Recreation Facility Manager reports to the Executive Manager Community Services Delegation Authority as detailed in the Delegation Register

WORKFORCE RESPONSIBILITIES

The Sports & Recreation Facility Manager is responsible for, but not limited to, the following staff:

- Sports & Recreation Officers
- Life Guards
- Grounds people
- Cleaners

ORGANISATION RELATIONSHIPS

Internal Liaison: Kowanyama Aboriginal Shire Council employees.

External Liaison:

- Members of the Kowanyama Aboriginal Shire Community
- Members of the Kowanyama State School Community
- Other Family & Youth Officers
- State and Federal Government Departments
- Police Citizens Youth Club - PCYC
- Apunipima
- QLD Education
- Qld Health

REQUIREMENTS: SKILLS & EXPERIENCE

Qualifications:

- Blue Card – must have the State Government's Blue card confirming that the applicant has no prior convictions concerning improper contact with children.
- Current Driver's Licence
- First Aid Certificate with CPR component (upgraded)
- Current Police Check
- Certificate IV in Sports and Recreation (highly desired)

KNOWLEDGE & EXPERIENCE

Essential:

- Ability to manage and develop a team of staff including performance management.
- Ability to engage with community members in the development of what the community actually wants.
- Management of Sports and Recreation activity programs and facilities, including aquatic centre activities and programs.
- Time management skills related to setting priorities, planning, organisation of workloads and meeting deadlines
- Management level knowledge of Safety legislation requirements for activities and staff.
- Computer skills in all Microsoft Office applications
- Highly developed communication skills, both written and oral
- Ability to lead and to work collaboratively with a broad range of Government and community stakeholders

- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people.
- Experience working and living in remote areas and/or aboriginal communities is essential.
- High level of understanding of issues that relate to Aboriginal Communities and social issues that affect youth in these communities
- Willingness to participate in various Sports & Recreation activities
- Preparedness to participate and organise Community and Cultural Events

Highly Desirable

- Studies in Sports & Recreation or the willingness and ability to undertake studies to obtain a qualification in Sports & Recreation.
- Bronze Medallion
- Pool lifeguard qualification

KEY SELECTION CRITERIA

- Demonstrate knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrate ability to communicate effectively and sensitivity with Indigenous people.
- Experience in human services, community development and community organisations and/or relevant experience in working with Indigenous communities.
- The ability to communicate effectively and courteously with Council's clients (including members of the public), other Council staff, community groups, representatives of various Government Departments and other authorities.
- The ability to work independently or as part of a team.
- Demonstrate knowledge of Sport & Recreation issues, particularly as it relates to Indigenous sport & Recreation and the ability to identify and facilitate sport & recreation needs for the Community.
- The ability to coordinate and deliver both sporting and activity type programs.

KEY PERFORMANCE INDICATORS

Facilities	<ul style="list-style-type: none"> • Maintain the Multi-Purpose Centre to a high standard
Equipment	<ul style="list-style-type: none"> • Maintain all equipment to a working standard
Reporting	<ul style="list-style-type: none"> • Ensure data and statistics are collected and maintained • Accurate reporting to be provided to meet local, state and federal funding requirements
Supervision	<ul style="list-style-type: none"> • Maintain a positive team environment • Encourage development of team members through training and task rotation
Customer Service	<ul style="list-style-type: none"> • Maintain a high level of customer service towards all clients • No breaches of confidentiality
Work Place Health and Safety	<ul style="list-style-type: none"> • Comply with all work health and safety legislation, codes of practice and procedures. • Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility
Adherence to Council's policies, procedures	<ul style="list-style-type: none"> • Adhere to behaviors, responsibilities, and actions identified within Council's Code of Conduct. • No breaches of Council's policies and procedures
Implementation	<ul style="list-style-type: none"> • Implement suitable programs in line with sports and recreation program, community, youth and cultural engagement.

CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.

Council may direct an employee to carry out such duties as are reasonably within the limits of the employee's skill, competence and training provided that such duties are not designed to promote deskilling.