

Sports and Active Communities Advisor

POSITION DESCRIPTION



Position Number:	3935
Department:	Communities and Lifestyle
Section:	Growth and Community Partnerships
Unit:	Sports and Active Communities Groups
Position Status:	Fixed Term Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Sports and Active Communities Coordinator
Revised:	January 2024

General Position Statement

This position supports Council's direction by assisting the Coordinator to manage Council's relationship with sporting organisations and community organisations in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public. The incumbent will identify and implement opportunities for improving the quality and efficiency of sports, recreation and community services.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Provide input into the Growing Active Communities Leadership group in respect of lease renewals and other issues as raised by the tenant.
- Proactively manage routine tenure agreements in conjunction with the Property Unit.
- Prepare and present sport and community facility leasing reports to Council.
- Provide professional customer service to sporting and community organisations and act as a point of contact for tenure and maintenance related requests.
- Identify, develop and implement strategies to enhance the opportunities for growth in sporting, recreation and active communities.
- Provide advice to sports and community groups in the delivery of capital projects, strategic initiatives and community and sporting policy.
- Collaborate with the Community Master Planning team across a range of projects related to sports, recreation and community services.
- Provide high-level assistance to apply for grants and funding for programs and capital projects and fulfil the contract requirements.
- Assist to negotiate and establish agreements with sporting clubs and community organisation regarding grounds/building maintenance and facility utilisation.

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- Assess applications for improvements to sports grounds and leased facilities.
- Support the delivery of sport and recreation related projects.
- Liaise with all relevant stakeholders on event activations that impact upon sports and active community groups and infrastructure.
- Assess and report on local, regional, state and national trends relating to sport, recreation and community wellbeing, as required.
- Represent Council at meetings and public forums outside of hours as required.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Thorough knowledge and understanding of sporting and community group structures in Australia including club operations.
- Demonstrated ability to problem solve and present solutions to issues as well as possessing solid time management, planning and organisational skills.
- Demonstrated conflict resolution and negotiation skills.
- Excellent communication (oral and written), interpersonal and community engagement skills relevant to the position and strongly focused on the provision of quality customer service.
- Demonstrated ability to research and draft replies to correspondence, reports and other such documentation.
- Project Management skills relevant to the position.
- Ability to plan, initiate, manage and report on specific projects, community events and programs.
- Knowledge of work activities performed within the Section.
- Ability to interpret Council policies, statutory requirements and Workplace Health & Safety industry standards relevant to the Section.
- Demonstrated ability to liaise with external organisations to improve or establish their management systems, policy development and internal processes to increase self-sufficiency.
- Ability to effectively operate Council's computer systems including Ci Anywhere Suite (R1 and ECM), Conquest, Pathways and the MS Office Suite.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that align with Councils Corporate and Operational Plan.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required business or legislative standards.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance Councils existing Sports and Recreation service delivery. Establishing efficiencies, through innovative initiatives designed to support and improve the experience of both sport and community organisations.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

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Desirable Qualifications and Experience

- Bachelor qualification in Sports and Recreation Management, Community Development, Business Management (or related discipline) and/or substantial work experience in related fields.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council’s Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- Ability to attend meetings and forums outside hours as required.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	