



WAGAIT SHIRE COUNCIL

POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: Sport & Recreation Officer

POSITION STATUS: 20 hours per week. Additional hours may be required during school holidays. Schedule of hours to be negotiated with the successful applicant.

REPORTING TO: Chief Executive Officer

COUNCIL OVERVIEW

Wagait Shire Council provides a range of services Wagait Beach, which has a population of approximately 450. Wagait Beach is a 128 km drive from Darwin via the Cox Peninsula Rd. Alternatively, Wagait Beach can be accessed by a 15-minute passenger ferry trip from Darwin (Cullen Bay), to Mandorah. Mandorah is 5 km by road from Wagait Beach.

Our vision is "To sustain and nurture the lifestyle of residents and visitors".

OBJECTIVES OF THE POSITION

The principle objective for this position is to promote and organise sport and recreation activities for both the children and adults of Wagait Beach.

KEY INTERACTIONS / RELATIONSHIPS

- Chief Executive Officer
- Other Council Staff
- Residents of Wagait Beach
- Government and Non-government agencies and stakeholders

KEY DUTIES AND RESPONSIBILITIES

Sporting Programs

- Develop and organise sporting programs (including regional and territory competitions) for such sports as football, basketball and softball in order to meet community needs.
- Assist in arranging skills development for the players of the various sports.
- Organise out of school hours sporting programs for students, particularly during school vacations.

Recreation Programs

- Develop and organise recreation programs for such activities as disco's, electronic games, arts, hobbies, traditional skills, camping, bush trips, music, talent quests and film nights in order to meet community needs.
- Assist in arranging skills development in appropriate recreation activities and personal development courses.
- Organise out of school hours recreation for students, particularly during school vacations.

Administration

- Liaise closely with the community on its sporting and recreation needs.
- Plan and design sport and recreation programs, events and activities and prepare a calendar of events for each quarter.
- Assist in the promotion of sport and recreation in the community.
- Regularly review programs and activities.
- Maintain contact with main funding bodies for sport and recreation facilities and services by keeping in contact with field staff and regional officers.
- Assist in identifying funding sources for sport and recreation facilities and activities.
- Assist in preparing funding submissions and assist in reporting to funding bodies.
- Assist in the preparation of the annual sport and recreation budget.
- Organise the purchase of sporting and recreation equipment within budget limits.
- Organise the use and maintenance of the various sporting and recreation venues within the community.

Occupations Health & Safety

- Take reasonable care of his or her own health and safety
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace
- Cooperate with his or her employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act or Regulation

KEY SELECTION CRITERIA

Essential

- Ability to work as part of a team, creating smooth workflow, including assisting with others workload if necessary to achieve predetermined goals, targets, outcomes and objectives.
- Willingness to work with all age groups
- Ability to encourage individuals and groups to participate in recreation and or sporting activities.
- Excellent organisational skills.
- Superior communication skills both written and verbal, particularly the ability to draft correspondence and reports.
- Demonstrated ability to work autonomously and show initiative.
- Highly developed time management skills.
- Demonstrate a commitment to Equal Employment Opportunity, Occupational Health and Safety and Cultural Diversity principles.

Desirable

- Experience in a Local Government environment delivering sports and recreation programs.

Other

- Hold a current Northern Territory "C" Class Drivers Licence
- Hold a current Working with Children Clearance Notice (OCHRE Card) or provide an application receipt for an exemption to be approved by SAFE NT prior to commencing.
- Hold a current Provide First Aid Certificate.
- Be an Australian Resident or provide the current, relevant Visa to work within Australia.

CHANGES TO JOB DESCRIPTION

- From time to time it may be necessary to consider changes to the Position Description in line with operational or statutory requirements.

SPECIAL CONDITIONS

- Prior to employment with Wagait Shire Council you must undertake a new criminal history check.
- Update Criminal History Check annually or as required.

ACKNOWLEDGEMENT

Chief Executive Officer		Date:	Signature:
Employee Name		Date:	Signature:
Revision Due Date:	August 2020		

