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**JOB TITLE** Sports and Active Recreation Manager  
**JOB STATUS** Part-time (20 hrs/week)     **RATE** LG Award 2021 Level 8  
**REPORTS TO** Chief Executive Officer     **DATE** November 2024

## **JOB DESCRIPTION**

**Purpose of role** Develop and deliver the council sports and recreation program of activities to meet the priorities determined by Council, in line with any relevant funding agreements and as directed by the CEO.

**Key Relationships**

- CEO
- Council staff, specifically the Youth Program Officer
- Wagait Beach residents
- Contractors
- Government

**Key duties and responsibilities**

Program Management

- Develop and deliver the annual sports and recreation program of activities to meet the priorities determined by Council, in line with any relevant funding agreements and as directed by the CEO.
- Develop and deliver the Wagait Youth Program, school holiday programs and seniors' events and activities in consultation with CEO.
- Manage and supervise the Youth Program Officer in their role to deliver approved and funded Wagait Youth Program activities.
- Work with the Office Manager to include sports and recreation components of community events at observed annual national holidays including Australia Day.
- Consult with the community at least once per year to seek feedback on the sports and recreation program of activities and ensure the program is delivering to all demographics.
- Work with the Office Manager to ensure any capital assets relevant to the program are correctly described in the Council assets register.
- Arrange to undertake routine repairs and maintenance of sports and recreation equipment and facilities within the approved budget and according to Council Delegations Manual.
- Liaise with suppliers, regarding quotes and supply of goods relevant to the sports and recreation program, within the approved budget and according to Council Delegations Manual.
- Ensure sports and recreation programs and activities are correctly described in the Facility Bookings calendar and other calendars as directed.

### Administrative Responsibilities

- Assist with the preparation, management, and acquittal of all grants relevant to the sports and recreation program, including special program or purpose grants and grants for special events such as school holiday programs and seniors' events.
- Assist with the development, implementation and ongoing delivery and maintenance of a Youth Action Plan and a Seniors Action Plan
- Prepare and modify documents relevant to successful delivery of sports and recreation programs and activities, including communications to the community.
- Ensure electronic records of all sport and recreation business is correctly filed in the council filing system.
- Provide regular reports to council of sport and recreation programs and activities undertaken.
- Maintain council sports and recreation equipment register and ensure equipment loaned or used is returned in good order.
- Contribute to staff meetings.

### Service Responsibilities

- Provide an enthusiastic and positive high level of service to all internal and external customers.
- Perform work in a safe and healthy manner and abide by Council and legislative safe work practices and procedures, instructions and safety management practices.
- Ensure accountability and responsibility for Council's resources including best value for dollar and care for Council equipment.
- Remain conscious of and responsible for your own impact on your work environment and those around you.
- Ensure you abide by Council's policies, codes and practices.
- Identify and implement, with approval, any opportunity for improvement to systems, processes and work practices.

### Occupational 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.
- Meet all Work Health and Safety requirements and ensure appropriate safety and health practices are followed at all times.
- 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.

### **Other duties**

Other duties consistent with the role of Sports and Recreation Officer as identified and agreed with the Chief Executive Officer. The above list is not exhaustive, and the role may change from time to time to meet the overall objectives of the company.

## JOB REQUIREMENTS

- Qualifications**
- Relevant certifications including Sports and Recreation related training.
- Experience**
- Experience in all relevant aspects of general administration and project management of Local Government.
  - Experience in dealing with the public in a highly regulated environment.
  - Experience in preparation of Council documents and record-keeping.
- Knowledge**
- Demonstrate good understanding of Australian Fair Work principles including Equal Employment Opportunity, Occupational Health and Safety, Cultural Diversity principles.
  - Demonstrate understanding of Local Government regulations and legislative responsibilities.
  - Understand confidentiality and conflict of interest when dealing with information and sensitive issues.
  - Good knowledge of and commitment to safe working practices.
- Skills & competencies**
- **Communication:** highly developed interpersonal skills when dealing with the public, Council management and elected members.
  - **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
  - **Teamwork:** commitment to work as a team member and work independently, willingness to assist and support others as required and get on with team members.
  - **Time management/organisation:** demonstrated ability to set priorities, accomplish objectives effectively within time frame given and carry out duties in an efficient and timely manner.
- Personal attributes**
- Professional approach
  - Ability to work under pressure
  - Organisational and time management skills
  - Excellent attention to detail
  - Confident manner
  - Positive approach to change
  - Excellent physical fitness
- Other requirements**
- Class 'C' NT Drivers licence
  - Working with Children clearance (Ochre Card)
  - National Police Check clearance

## ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

### Signed by You

Signature

Date

### Signed by Supervisor

Signature

Date