

WHITEHORSE CITY COUNCIL

Position description

Job title: Coordinator Active Communities	
Classification: SEO	Effective Date: September 2024
Reports to: Manager Leisure and Recreation	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



WHITEHORSE CITY COUNCIL

Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The Leisure and Recreation Services Department's purpose is to empower, activate and connect our community.

Leading the Active Communities unit, this role will oversee the provision of the service delivery model for community sport and recreation and how communities use recreational facilities and open space. It will focus on community operations and development, facility and open space use, and maximising participation

Key Responsibilities

Position Specific Responsibilities

- Oversee the effective planning and delivery of services by the Active Communities unit and ensure that current and future community needs are met through appropriate consultation and strategic planning.
- Oversee the development and review of operational strategies, policies, and guidelines for the use of recreational facilities and open space by sporting clubs, recreation groups, and the community, utilising a framework that includes appropriate community consultation and the provision of professional advice.
- Implement key projects contained in the Community Vision, Council Plan, Whitehorse Recreation Strategy and Open Space Strategy.
- Oversee proactive planning to manage current and future utilisation of key Council sport and recreation facilities from a policy, club/group and community development perspective.
- Lead the Active Communities unit in providing support to sporting clubs, recreation groups, and similar community groups in the use of facilities and open space.
- Responsible for directly managing and overseeing all occupancy agreements for use of recreational facilities and open space including seasonal, casual, leases, licences and joint use agreements.
- Responsible for directly managing Leisure and Recreation Services responsibilities associated with the governance of the Whitehorse Sport and Recreation Reference Group (volunteer community members overseeing recruitment processes and reviewing of Terms of Reference).

- Liaise with Coordinator Program and Customer Service to oversee the preparation of grant applications associated with operational matters and capital works projects towards the improvement of open space and recreational facilities.
- Work closely with Coordinator Recreation and Open Space Development to provide input into the capital works planning process and to formulate relevant budget requirements.
- Oversee and directly manage operational requests for works arising from Councillors, community groups, and residents.
- Manage the development and monitoring of Active Communities budgets and report on the financial performance.
- Both undertake and oversee project management to deliver nominated operational and capital works projects from inception to delivery.
- Oversee the management and be responsible for the delivery of events and similar activities including the Sport and Recreation Awards, and provide support for official opening events, etc.
- Ensure that effective partnerships are developed and maintained with the community, key stakeholders, sporting clubs, recreation groups and organisations including proactive partnerships with regional and state sports associations.
- Facilitate skilled consultation processes and relationships with stakeholders and the community.
- Manage relevant staff including recruitment/selection, induction, appraisal, training & development, adherence to work plans, health & safety and disciplinary action, in accordance with Council policies, procedures and relevant legislation.
- Prepare Council reports, project briefs and other technical documentation for written and oral presentation.
- Prepare monthly and quarterly reports as required and defined by the Manager Leisure and Recreation Services.
- Represent council on organisational working groups as required.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.

Accountability and Extent of Authority

Budget: Manage the preparation, monitoring and financial reporting of the Active Communities operational budget. Also responsible for overseeing and monitoring of capital works budgets for specific Active Communities projects.

Staff responsibility: The position is responsible for the management and leadership of the Active Communities unit, currently including three direct reports (3.0 FTE) and the management of consultants, contractors, interns, casual staff and student placements to ensure the delivery of contracted outcomes. Required to develop and monitor performance objectives for direct reports.

Judgement and Decision Making

- The position requires decision making based on an understanding and knowledge of Council's goals and objectives.
- This position is required to review and recommend policy and planning options for use of recreational facilities and open space, within an environment where stakeholders have conflicting interests. Guidance will not always be available within the organisation.
- Independent judgment and adaptability to evaluate and decide on appropriate methods, procedures and practices for achieving objectives. Ability to think laterally and provide innovative responses and recommendations to achieve

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- Understanding and knowledge of service delivery for community sport, recreation and open space within the local government context.
- Highly developed analytical and investigative skills to enable the formulation of policy options within an environment of competing demands.
- Knowledge of financial accounting principles, practices and procedures.
- Demonstrated excellence in communication, engagement, and conflict resolution.
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check
- Working with Children Check.

Qualifications and Experience

- Tertiary qualification in sports management, recreation, leisure studies or a related discipline combined with project management experience and significant experience in recreation planning and operations within a local government context.
- Extensive experience in the provision of relevant professional advice within a political environment.

Interpersonal Skills

- Excellent written and oral communication skills to enable preparation of comprehensive and accessible reports, presentations and correspondence.
- Ability to build and maintain effective working relationships with Council departments, Councillors, sporting clubs, professional bodies and other key stakeholders.
- Ability to provide excellent customer service, negotiate and liaise effectively with internal and external stakeholders to achieve community outcomes.
- Excellent negotiation, influence and persuasion skills with the ability to use discretion and judgment in a complex business and political environment.
- Extensive and diverse experience in managing community consultations including excellent facilitation, negotiation, problem solving, relationship management and advocacy skills.
- A relationship builder who strives to develop and maintain positive relationships within a political environment.

- Extensive demonstrated ability to build and sustain trusted working relationships with organisational Senior Leaders and peers.
- Ability to lead, motivate and liaise with Officers and contractors to ensure the successful resolution of conflict and achievement of objectives.
- Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one's own behaviour to accommodate tasks, situations, and individuals involved.
- A demonstrated ability to consider multiple perspectives and consider complex information within a multifaceted and complex changing environment, to create viable options, and plans to address objectives.

Key Relationships:

- **Internal:** Liaises with and advises staff at all levels up to and including General Managers, the Chief Executive Officer and Councillors.
- **External:** The incumbent is required to liaise with, negotiate and maintain a professional relationship with Government agencies, other Municipalities, contractors, professional associations, community groups and residents and may be required to represent Council on community committees and working parties.

Management Skills

- Ability to effectively plan, prioritise and manage multiple tasks in a changing environment to achieve targets within tight timelines and adapt to urgent priorities.
- Demonstrated ability to lead, develop, train and motivate team members to achieve required outcomes in a complex competitive environment.
- Capable of managing complex collaborative projects including consultants, contractors, the community, and multiple partners across the organisation
- A strong conceptual and strategic thinker with excellent problem solving and decision-making abilities.
- Ability to formulate and manage budget on Council's financial management systems to ensure compliance with budget cycle requirements and to reflect the most up to date and accurate presentation of the status of projects.
- Establish courses of action for self and others to ensure that work is completed efficiently.

- Set high standards of performance for self and others; assume responsibility and accountability for successfully completing assignments or tasks; and self-impose standards of excellence.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

1. Tertiary qualifications in sports management, recreation, leisure studies or a related discipline combined with project management experience and significant experience in recreation planning and operations within a local government context.
2. Thorough understanding and knowledge of service delivery for community sport, recreation and open space within a local government context.
3. Extensive experience in the development of and review of operational strategies, policies and guidelines for use of recreational facilities and open space
4. Highly developed communication, community engagement and consultation skills including knowledge of and extensive experience working with and developing relationships with community groups such as local community and key stakeholder groups.
5. Demonstrated ability to lead, support and develop staff to achieve required outcomes in a complex, political and competitive environment.
6. Ability to collaborate effectively and manage multi-disciplinary teams across the organisation and create an environment that promotes high performance and professional development.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Never / Rarely Performed	
Hand/Arm Movement Tasks involve use of hand/arms		Performed Sometimes	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Performed Sometimes	
Standing Tasks involve standing in an upright position		Performed Sometimes	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Performed Sometimes	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Performed Sometimes	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Performed Sometimes	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Performed Sometimes	
Keyboard Duties Tasks involve sitting at workstation and using computer.		Performed Often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence		Performed Sometimes	

Any other relevant comments:

- Short listed candidates may be required to attend a pre-employment medical examination
- This position may be required to attend out of hours meeting