

## POSITION DESCRIPTION

POSITION TITLE	Graduate Project Officer – Sport and Recreation
DIRECTORATE - SECTION	Community Engagement - Community Development
LEVEL - EBA	2 - Salaried
RESPONSIBLE TO	Leisure Planning Project Manager

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Provide administration, planning, funding and stakeholder management support to the Leisure Planning and Club Development business units to assist the development of sport and recreation in the City of Kalamunda.

## KEY RESULT AREAS

### COMMUNICATION / NEGOTIATION / CUSTOMER SERVICE

- Have a positive attitude and willingness to learn and develop within the Sport and Recreation Industry.
- Sound customer service skills.
- Assist with consultation with community groups, schools, clubs and organisations and process requests for recreational facilities/improvements.
- Developed skills in writing, research and data analyse to produce clear and concise information for the Leisure Planning Project Manager and Manager Community Development.

### STRATEGIC SPORT, LEISURE AND RECREATION FACILITY PLANNING

- Knowledge and understanding of the Sport and Recreation industry, ideally with a focus on strategic sport, leisure and recreation facility planning.
- Assist with undertaking project planning for sport and recreation facility, including floodlighting, facility upgrades, trail developments and public open space as per the City's strategic Master Plans.
- Assist in guiding community and sporting groups through the City's Capital Grants Program in line with contemporary sport, leisure and recreation trends and practices.
- Proactively participate in a mentoring opportunity to develop skills in strategic sport, leisure and recreation planning and club development.

### SPORTS AND CLUB DEVELOPMENT

- Assist the Club Development Officer, to deliver a range of initiatives including (but not limited to) the Club's For Life Forum, Community Funding Program, quarterly E-News letter.
- Assist the Club Development Officer to administer seasonal and casual reserve hire bookings in line with City policy and processes.
- Respond to community enquiries in a timely manner and as required raise Internal Customer Service requests and liaise internally to ensure they are actioned in a timely manner.
- Assist with the development, research, review and implementation of relevant policies, projects and frameworks related to sport and recreation for the City.

## **ADMINISTRATION**

- Maintain a high standard of administration by ensuring all records, databases and documentation relating to the Leisure Planning and Club Development business units are accurately produced and included in the central record system.
- Provide administration support for the Leisure Planning and Club Development business unit.
- As directed by the Leisure Planning Project Manager and Manager Community Development assist with preparing detailed grant funding applications for identified community and sporting infrastructure projects, including the Community Sporting and Recreation Facilities Fund (CSRFF), Club Night Lights Program (CNLP) and Lotterywest funding programs.
- Perform other duties as directed by the Leisure Planning Project Manager, Senior Leisure Planning Project Officer and Manager Community Development.

## **STAKEHOLDER MANAGEMENT**

- Proactively develop networks with local sport and recreation clubs and local, regional, state and national organisations in Sport, Government and related sectors.
- Liaise and consult with external and internal stakeholders regarding community and recreation planning, shared use, and facility improvement projects.

## **WORKPLACE HEALTH AND SAFETY**

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

## **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## **TRAINING/QUALIFICATION(S)**

- Tertiary qualifications (or progress towards) in sport, recreation or leisure or equivalent experience.
- Knowledge, interest and understanding of the Sport and Recreation industry, ideally with a focus on the leisure planning sector.
- Sound organisational skills with proven ability to effectively prioritise multiple tasks to meet deadlines and required outcomes.
- Knowledge of State and Federal Government funding opportunities and processes including the CSRFF and Lotterywest programs.

- Developed skills in writing, research and data analyse to produce clear and concise information for the Leisure Planning Project Manager and Manager Community Development.
- Demonstrated experience in the delivery of best practice customer service.
- Knowledge and passion for the sport and recreation industry.

## SELECTION CRITERIA

1. Tertiary qualifications (or progress towards) in sport, recreation or leisure or equivalent experience.
2. Knowledge, interest and understanding of the Sport and Recreation industry, ideally with a focus on strategic sport, leisure and recreation facility planning.
3. Ability to provide administration support including the preparation of meeting agendas and minutes.
4. Developed verbal and written communication skills with proven ability to undertake research and analyse data to produce clear and concise information.
5. Developed computer literacy skills and use of programs such as Microsoft word, powerpoint, excel etc.
6. Demonstrated experience in the delivery of best practice customer service.
7. Passion for the sport and recreation industry.

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager Community Development

DATE PD REVIEWED/APPROVED: 17 August 2023

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