

**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES
ENJOY A VIBRANT LIFESTYLE**

Sport and Recreation Liaison Officer

Division	Community and Environmental Services	Department	Community Services, Sport and Recreation
Reports To	Team Leader Sport & Recreation	Direct Reports	No

Position Purpose

Support the development and delivery of initiatives and provide support in the delivery of community, sport and recreation services to an extensive and complex network of organisations across the region.

Key Responsibilities and Outcomes

Operational

- Establish and manage relationships with community, sport and recreation organisations and provide advice on governance and sustainability.
- Act as a point of contact in the provision of advice, support and in the delivery of quality customer outcomes to meet the community, sport and recreation issues and needs.
- Identify opportunities for community, sport and recreation organisations to achieve best practice in participation and facility utilisation.
- Undertake a range of activities that assist in the identification of projects that facilitate the provision of community, sport and recreation facilities.
- Support the development of initiatives, concept plans, master plans and detailed design for community, sport and recreation infrastructure; and the delivery of capital and operational projects.
- Liaise with other internal and external stakeholders to meet identified community, sport and recreation outcomes at a local, district and regional level.

Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.



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Decision Making

Budget - N/A

Delegations - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

Knowledge & Experience

- Knowledge and experience in the delivery of a range of outcomes relative to the sport and recreation industry.
- Well-developed communication skills, including written and verbal skills.
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating effectively across the organisation.
- Ability to contribute to a positive work environment whilst supporting the needs of the broader Sport and Recreation Unit, with a strong focus on provision of quality customer service.

Qualifications

- Tertiary qualifications in the social sciences, sports management or other relevant field.
- Current C class driver's licence.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.