

## Sport and Recreation Manager

### Position Description

<b>Directorate</b>	Community and Environmental Services	<b>Department</b>	Community Services, Sport and Recreation
<b>Reports To</b>	Manager Community Services, Sport and Recreation	<b>Direct Reports</b>	Yes

#### Position Purpose

To lead and manage the Sport & Recreation Branch in the achievement of Council's operational and strategic goals as detailed in Council's suite of strategic documents.

#### Key Responsibilities and Outcomes

As Branch Manager and a member of the Community Services, Sport & Recreation Department leadership team, you will:

- Provide strategic policy and planning advice and direction across community, sport, and recreation sectors, through data collection, collation and analysis.
- Develop and deliver financial, operational and service planning and management strategies.
- Lead the advocacy for community, sport, and recreation groups on policy, project and partnership initiatives.
- Provide strong leadership, professional direction and support to officers fostering a workforce culture aligned with Council's values.
- Develop staff capability to ensure a workforce of professional, technical and operational staff, and support organisational change.
- Manage risks and ensure compliance with statutory requirements within the Branch, and across Council more broadly.
- Contribute expert knowledge, undertaking stakeholder liaison, preparing reports, procedures and policies, correspondence and representing Council.
- Ensure the delivery of a range of high quality, cost effective community, sport and recreation programs which contribute to the physical, social and mental wellbeing of residents.
- Lead organisational development, including best practice governance systems and financial viability and sustainability of community, sport and recreation groups.
- Actively build and service relationships with key internal and external stakeholders.
- Lead the collaboration with Council Departments in the planning and delivery of relevant capital infrastructure projects.

#### Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a Leader of People you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same.

**SERVICE****TEAMWORK****INTEGRITY****RESPECT****SUSTAINABILITY****Decision Making**

<i>Budget</i>	\$2.5M
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

**Knowledge & Experience**

- Knowledge and extensive experience (10+ years) in leading relevant functions in a large and complex organisation.
- Demonstrated ability to lead strategic and operational planning and delivery in a community, sport and recreation context and meet the financial and compliance obligations of the organisation.
- Demonstrated high level organisational and people management skills, and the ability to prioritise key objectives and manage change effectively.
- Demonstrated experience in managing and growing the capability of a team of skilled professional staff.
- Possess strong presentation and negotiation skills, with a demonstrated ability to deliver exceptional stakeholder management, gain trust and elicit support from others.
- Analytical and outcome focussed, with the ability to manage competing demands in a complex operating environment.
- Be credible, flexible, intuitive and highly ethical.
- Demonstrated organisation and coordination skills and the ability to manage workload priorities.

**Qualifications**

- Current C class drivers licence

*Note: 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.*