

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

Coordinator - Community Facilities

Division	Community and Environmental Services	Department	Community Services, Sport and Recreation
Reports To	Manager Community Services, Sport and Recreation	Direct Reports	Yes (2)

Position Purpose

Lead a highly skilled and multidisciplinary team in the planning, management and optimisation of Council's community facility networks.

Key Responsibilities and Outcomes

As the Coordinator - Community Facilities and member of the senior leadership team of the Community Services, Sport and Recreation Department you will:

- Coordinate the development and implementation of infrastructure strategies and network plans that guide Council's investment in, and delivery of, community facilities and services throughout the region.
- Manage Council's network of community halls, ensuring the delivery of high-quality services to customers, optimised asset utilisation and performance and effective management practices.
- Lead the identification of community hall upgrade and renewal priorities for Council and prepare business cases to support Council's future investment in the network.
- Manage Council's community leasing function, including the development and ongoing review of policy and operational frameworks that ensure statutory compliance and the achievement of corporate and community objectives.
- Lead Council's cultural heritage and access and inclusion planning portfolios, including the establishment of policy and operational frameworks that support statutory compliance and achieve industry best practice.
- Lead a multidisciplinary team of professional and technical staff, implementing structures and processes that develop workforce capability and a team culture characterised by effective communication, high quality customer service, team work, innovation and excellence.
- In conjunction with the Departmental Manager, lead the development and review of annual budgets (capital and operational), operational plans and other business planning activities relevant to the branch.
- Foster strong and effective relationships with key internal and external stakeholders, including but not limited to senior management, other Council departments, Councilors, community organisations and government agencies.

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 leader of leaders, you will shape the culture of the organisation by consistently role modelling the values, expectations and behaviours and empower your leaders to do the same.

Decision Making



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

Budget - \$TBA

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

Knowledge & Experience

- Significant experience in managing and growing the capability of a team of skilled professional staff.
- Significant experience in the preparation and implementation of infrastructure plans and policies.
- Strong experience in the management of community facility networks.
- Strong project management skills including the ability to meet competing deadlines, manage multiple projects and be adaptive in a rapidly changing environment.
- Exceptional people and relationship skills with a demonstrated ability to work in a team environment and communicate and motivate effectively at all levels of the organisation.
- Highly developed written and oral communication skills.
- Demonstrated high level skills and experience in governance and risk management practices.

Qualifications

- Tertiary qualifications in the social sciences, business, land use planning or other relevant discipline
- Current Class C drivers 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 employees to perform other duties at their discretion.