

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Senior Sport and Recreation Planner
POSITION NUMBER:	4973
DIVISION:	City Life
DEPARTMENT:	Community Participation
CLASSIFICATION:	Band 7
REPORTS TO:	Coordinator Community Recreation
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	Executive Management Team, Capital Projects, City Life, Property, Procurement and Asset Management, Corporate Communications and Marketing, other Council areas as appropriate
EXTERNAL LIAISONS:	Local Sporting Clubs, State/National Sporting Associations, Community Groups, Consultants, Contractors, Residents
DATE:	September 2024

POSITION OBJECTIVES:

The Senior Sport & Recreation Planner is one of Council's principal advisers in the area of sport & recreation being responsible for the implementation of sport and recreation strategies and plans and the development of infrastructure to service residents of the City of Greater Geelong.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Prepare reports/submissions for senior management and Council regarding political and strategic issues to meet existing and future community sport & recreation needs.
2. Monitor, respond and anticipate the changing needs of the community in the provision of sport & recreation opportunities.
3. Identify and pursue funding opportunities for sport and recreation related research, planning and capital works in line with policy and priorities.
4. Provide specialist advice to council and the community on the planning and development of sport & recreation assets and land.
5. Respond as appropriate to community requests for assistance and information with respect to recreation services.
6. Act as a formal Council representative on appropriate policy, planning and co-ordination bodies.
7. Assist in the preparation of Council's annual budget.
8. Actively contribute to the development of a positive team culture.
9. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

CHILD SAFE:

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities.
2. Creating an organisational culture of child safety.
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe.
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child.
5. Ensuring all suspected abuse is reported and fully investigated.

DIVERSITY AND INCLUSION:

City of Greater Geelong recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply.

KEY SELECTION CRITERIA:**Qualifications:**

- A tertiary qualification in sports management or other relevant field and a minimum of 3 years' experience in a similar role within the sport and recreation industry

Essential:

- Excellent communication skills including influencing and negotiating, rapport building and report writing.
- A sound contemporary knowledge of the sport & recreation industry and associated issues.
- Demonstrated experience in liaising with a wide range of internal and external contacts
- Demonstrated experience in policy development and implementation, planning and research with respect to recreation and open space issues.
- Demonstrate values and behaviours consistent with maintaining a positive team culture
- Ability to develop and maintain project briefs and budgets

Desirable:

- A current Victorian drivers license
- Local government experience

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Decision making consistent with Council Policy and approved standards.
- Responsible for the efficient and effective development of sport, recreation and leisure policy, plans and facilities consistent with Council policy and standards.
- Responsible for the provision of specialist advice on recreational issues internally within the organisation and to external clients.
- Engagement with stakeholders including representing the City of Greater Geelong on committees and at public meetings as required.
- Responsible for liaising and fostering partnerships with key community and sporting bodies.
- Accountable for maintaining a high level of professional ethics at all times
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- The position requires an independent worker who is able to work unsupervised, take control and show initiative in new and unexpected situations.
- The position is required to identify and analyses a range of planning and policy options and develop recommendations to address emerging issues.

SPECIALIST SKILLS AND KNOWLEDGE:

- Demonstrated skills in developing recreation strategies, plans and policy.
- Experience in developing and implementing policies.
- Ability to develop and maintain project briefs and budgets.
- Maintain knowledge of trends and innovation in the sport & recreation field through involvement with professional organizations

MANAGEMENT SKILLS:

- Ability to manage time and set work priorities, work on a number of different projects simultaneously and respond to immediate needs.
- Ability to delegate tasks, supervise and motivate colleagues and key stakeholders.
- Ability to work independently and unsupervised.
- Ability to assist in the compilation, monitoring and management of budgets.

INTERPERSONAL SKILLS:

- Strong written and verbal communication skills, including report writing skills.
- Ability to work with key stakeholders to develop partnerships to discuss and resolve specialist problems within the recreation area.
- Ability to gain co-operation and support of others to achieve goals.
- Ability to communicate effectively with residents, Council staff, Councillors, the media and community agencies.
- Demonstrate value and behaviours consistent with maintaining a positive team culture

ADDITIONAL INFORMATION:

- On occasion there is a requirement to attend out of hours meetings.