

ACTIVE COMMUNITIES TEAM LEADER

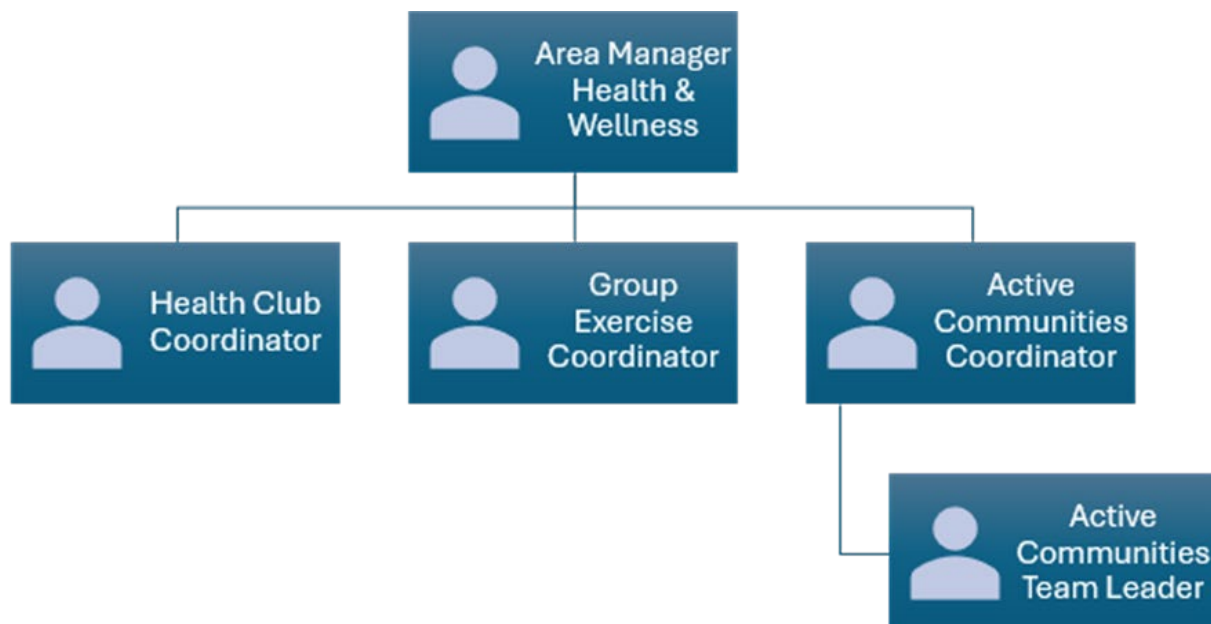
Position Number:	P138984
Banding/Remuneration:	Band 4
Division/Branch:	Community Services/Active Monash
Reports To:	Active Communities Coordinator
Date Approved:	October 2024

Position Objectives:

The Active Communities Team Leader assists the Active Communities Coordinator in the day to day development and delivery of Active Communities Programs; ensuring that all programs, services and initiatives align with the Active Monash vision and building community connections, assisting with creating a sense of belonging and decreasing loneliness within the community.

This position has a primary focus on the delivery of year-round Health and Wellness programs including but not limited to Small Group Training and Stadium Facility Hire. It provide direct support to ensure that all staff are well versed in program initiatives and responsibilities towards driving quality service delivery and Key Performance outcomes.

Team Structure:



Key Responsibility Areas:

Health and Wellness Program Support and Organisation: To boost engagement and services within Health and Wellness Department, this role will also:

- Support the Active Communities Coordinator in the development delivery of programs and services.
- Assist with sourcing opportunities for activities and initiatives within Active Monash.
- Assist in ensuring growth of the Health & Wellness programs including but not limited to Small Group Training and Stadium Facility Hire.
- Assist with timetabling of programs and staff availability, ensuring coverage of all Active Communities programs and services.
- Assist with actively promoting community engagement and participation in programs and initiatives through marketing, promotional and recruitment activities.
- Monitor key performance measures and targets ensuring program viability as well as assist with data collection, reporting of attendance, engagement and most significant change outcomes.
- Deliver, collect and report on regular feedback to ensure programs and incentives consistently remain in line with the broader vision and goals.
- Maintain a high standard of customer service at all times.
- Direct service is required.

Accountability and Extent of Authority:

- Plan own workload and tasks related to the position to meet goals within timeframes
- Provide information and or direction specific to the subject matter, to others, including direct reporting employees and leaders
- Operate in accordance to standards and procedures to deliver responsibilities, exercising discretion within scope, as required

Judgement and Decision Making:

- Work within well-defined work objectives, selecting from a range of options by which to deliver tasks, processes, or utilise equipment
- Guidance and direction from leaders always available
- Be aware of, and responsible, with regards to safety and security and the guidance of employees in OH&S standards and managing risk

Specialist Knowledge and Skills:

- Understand job requirements in context, including policies, regulations and goals of the local work area
- Ability to apply standards, regulations and practice to work tasks

- Knowledge and experience in health and wellness programs and emerging industry trends.
- Knowledge and experience in promoting physical activity both indoors and outdoors
- General computer skills including Microsoft 365 suite
- Management understanding including areas such as quality assurance, continuous improvement, management reporting and services provision model

Leadership Skills:

- Fostering positive staff culture
- Effective communication
- Understanding of policies and workplace practices, and providing on-the-job training to others
- Knowledge of OH&S and safety awareness, for self and others

Management Skills:

- People, team leadership and membership skills in teams that incorporates field-based employees
- Support and assist with projects
- Knowledge of personnel policies and practices applicable to the work performed and supervised employees

Interpersonal Skills:

- Ability to gain co-operation from employees and community members to meet targets
- Well-developing interpersonal and communication skills, with particular abilities to engaging with external and internal stakeholders.
- Ability to work with others to address issues and complaints
- Leading and motivating others.

Qualifications and Experience:

- Degree in Human Movement and/or Certificate IV in Fitness and proven experience and achievement in a leadership role within the leisure industry.
- Ability to develop and coordinate physical activity programs
- Current Working with Children's Check and Satisfactory National Police Check.
- Current Level 2 First Aid with current CPR
- Current registration with AUSActive

Key Selection Criteria:

- Tertiary qualification in Human Movement and/or Certificate IV in Fitness or equivalent. Or a combination of training and experience within the recreation industry.
- Proven ability to design and implement physical activity programs including trends within health and wellbeing; the ability to think creatively, be innovative and generate ideas to engage with a variety of cohorts from disadvantaged and diverse backgrounds to participate in physical activity.
- Demonstrated ability in effective communication and consultation
- Knowledge and experience in delivering physical activity programs, ensuring accessibility, inclusivity and sustainability for a wide demographic
- Understanding of risk management and safety protocols: Demonstrated knowledge of risk management strategies, particularly in outdoor and recreational settings, ensuring participant safety and program compliance with industry standards.
- Strong administrative and organisational skills with ability to work autonomously and or part of a team.
- Current registration with AUSActive
- Hold current Victorian Drivers License.

Organisational Context:

The City of Monash has a growing, passionate and cosmopolitan population estimated around 193,000 residents (2021). We are one of Victoria's leading Councils, serving a large well-established community with very highly skilled and well-educated population. Monash is a proud multicultural community with almost half of our community born overseas and coming from more than 106 countries.

These key directions are driven by a commitment to a sustainable city, inclusive services, enhanced places and good governance, across five (5) Divisions:


- Executive
- City Development
- City Services
- Corporate Services
- Community Services

Our Vision: "To be the most liveable city in Victoria"

Our Mission: "Make a difference through commitment, leadership and expertise."

Our Values:

- **Accountability**
We are responsible for our actions and behaviours every day.
- **Respect**
We value diversity and appreciate others.
- **Teamwork**



We work collaboratively to achieve shared goals.

Monash Council is committed to be a **flexible, safe, equal, and inclusive workplace** where we embrace and support diversity.

We are committed to being a child safe organisation and have zero tolerance to child abuse.