



POSITION TITLE:	Recreation Development Co-ordinator
AWARD CLASSIFICATION:	Victorian Local Authorities Award, 2001
BAND:	6
DEPARTMENT:	Community Wellbeing & Development
LOCATION:	Beaufort
INCUMBENT:	Vacant
TERM OF TENURE:	Fulltime
START DATE:	TBC
COMPLETION DATE:	Ongoing
APPROVED DATE:	May 2025
REVIEWED DATE:	May 2025
PREPARED BY:	Team Leader, Community Development

COUNCIL VISION: Sustainable and welcoming places and natural environments that create inclusive, happy, healthy, and connected communities

MISSION: The role Pyrenees Shire Council will take to achieve our vision is to:

- Motivate and inspire community involvement
- Provide transparency and accountability
- Use resources efficiently and effectively

VALUES: Our leadership values are:

- Service** I will be part of the solution
I will strive to continuously improve how I work
I will do what I can to help get things done
I will do what I said I would do
I will treat all customers as equals
- Integrity** I will not walk past a standard that I want to uphold and keep
I will honour the commitments I make
I will do what is right, not what is easiest
I will be transparent and accountable in my decision making
I will be accountable for my actions and inactions
- Respect** I will be mindful of the impact that my words and actions have on others
I will strive to keep commitments
I will treat others as they deserve to be treated
I will encourage diverse opinions and perspectives, even when they challenge my own
I will include people in decisions that affect their work

The Pyrenees Shire Council is an equal opportunity employer

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Team Leader, Community Development
Supervises:	Nil.
Internal Liaison:	All Council staff, Councillors, Contractors
External Liaison:	Sport & Recreation Victoria, funding bodies, peak sporting and recreation agencies, community recreation groups, residents.

1. POSITION OVERVIEW:

The objectives of this position are to develop and implement inclusive recreation planning, facility management, events and leisure programming that increases community participation in sport and leisure, improving social connections and the overall health and wellbeing of our community.

2. POSITION KEY SELECTION CRITERIA

2.1 Position Responsibilities

- Tertiary qualification in recreation, recreation, health promotion, or a related field with significant relevant experience in the recreation management and planning.
- Demonstrated experience in project management and an ability to support the delivery of community and recreation infrastructure projects.
- Demonstrated analytical and research skills to apply to the development, implementation and evaluation of community and recreation related strategies and policies.
- Demonstrated understanding of the structure and responsibility of Federal, State and Local Government, and in particular grant funding application, evaluation and processing.
- Demonstrated skill in managing community consultations including facilitation, negotiation, problem solving, and relationship management skills.
- Ability to identify and capitalise on opportunities and be innovative in developing new concepts to improve services.

3. KEY RESPONSIBILITIES & DUTIES:

3.1 Position Responsibilities

- Co-ordinate the development, implementation, reporting and evaluation of Council's sport and leisure plans including the Pyrenees Recreation Strategy 2017-2027.
- Collect and analyse data on levels of participation and trends in sport, leisure and physical activity to support council planning and program initiatives.
- Identify open space, recreation and leisure issues and opportunities across the municipality and develop appropriate responses to manage and resolve.
- Identify, develop and implement a wide range of integrated projects that promote and encourage inclusiveness, behaviour change and health and well-being across the community.
- Work in partnership with other Council departments to plan, develop and project manage community and recreation infrastructure projects.
- Coordinate the delivery of aquatics services through facility planning, contract management, capital project programming, and provision of industry best practice approaches.
- Participate in the identification of appropriate funding submissions including acquittal and evaluation processes to support Council and community initiatives.

- h) Coordinate the delivery of leases and tenancy agreements for recreation and leisure facilities.
- i) Develop partnerships and networks with a variety of local, state and national organisations to share information, resources and develop models of best practice to enhance the inclusion and participation of people within the community.

3.2 Corporate Responsibilities

- a) Comply with Council policies and procedures that are relevant to the position, including compliance with legislative obligations and behavioural expectations relating to equality, non-discrimination, anti-bullying, privacy, and Council's Codes of Conduct.
- b) Efficient and effective utilisation of Council's resources, including the reporting of property damage, theft, or other losses immediately.
- c) All staff shall create full and accurate records of work-related decisions and activities; and save these records into the corporate electronic document management system in accordance with Council's Records or Information Management Policies.
- d) In the event that the Municipal Emergency Management Plan is enacted, employees may be called upon to assist with emergency related functions under the Emergency Management Act 2013, including the provision of emergency response, relief, and recovery services to our community.

3.3 Child Safe Standards

- a) Pyrenees Shire Council is committed to providing an environment that protects children and young people; where children and young people are respected, listened to, valued, and encouraged to reach their full potential.
- b) All staff must adhere to Council's Child Safety & Wellbeing Policy and Framework and ensure that any reasonable suspicion of abuse or serious neglect to children or young people is reported.

3.4 Risk Management and Occupational Health & Safety

All employees must:

- a) Take reasonable care for their own health, safety, and wellbeing; and for the health, safety, and wellbeing of anyone else who may be affected by their acts or omissions in the workplace.
- b) Cooperate and abide with all safe working procedures developed by the Pyrenees Shire Council and any other action taken by Council to comply with relevant occupational health & safety legislation or regulation.
- c) Actively participate in the identification and documentation of workplace hazards, and the development of safe working procedures.
- d) Actively encourage other employees to work safely.
- e) Ensure Council's risk management and OHS policies and procedures are observed and complied with at a personal level.
- f) Understand, apply, and encourage others to observe Council's risk management and OHS policies and related procedures.
- g) Ensure the physical security of all property, equipment, and buildings within your area of control or influence.
- h) Report any incident resulting in personal injury immediately.
- i) Actively reduce Council's risk exposure by reporting any issue that may result in an insurance claim (or lead to potential future injury or loss) including incidents, security issues, and all safety hazards and near misses.

4. REQUIRED COMPETENCIES

The Pyrenees Shire Council's Capabilities Framework defines the core skills and abilities of the position in the organisation to achieve excellence and success, and to deliver its Council Plan and strategic priorities:

LEVEL 1 – ALL STAFF		
Competencies	Expectations	Behaviours
Live PSC's Mission, Vision and Values	Be reflective and connect the purpose and practice of your work to the work of PSC. Link everything you do to the PSC's Mission, Vision and Values.	<ul style="list-style-type: none"> Understand, articulate and give expression to PSC's Mission, Vision and Values to others. Take pride in being trustworthy. Represent PSC's highest standards through respectful and ethical expression of the Council's Mission and the shaping of a hope-filled future. Deal with others in an open, honest and respectful manner that fosters trust.
Apply commercial acumen	Take action and complete tasks in compliance with your delegation of authority. Understand the context in which you carry out your day-to-day work and the contribution you make to the broader organisation.	<ul style="list-style-type: none"> Show understanding of how resources (time, materials, staffing, etc) link to outcomes. Work to achieve budget or control costs. Establish methods for staying in tune with industry trends. Understand the wider environment in which PSC operates by keeping up-to date with new developments. Be aware of the commercial aspects of PSC; including stakeholders, services and funding that contribute to the financial sustainability of PSC.
Adapt to and lead change	Understand that PSC needs to make changes and maintain effectiveness when experiencing change.	<ul style="list-style-type: none"> Think positively and remain open-minded even when faced with obstacles. Be resilient and flexible in approach to work. Think creatively when implementing change initiatives in the context of your work. Listen to the changes proposed, provide feedback and contribute to new solutions.
Deliver stakeholder centric service	Carry out personal actions and tasks with a stakeholder focus and community outcomes in mind.	<ul style="list-style-type: none"> Respond to requests for service in a timely and thorough manner. Do what is appropriate to ensure stakeholder expectations are met. Prioritise stakeholder needs. Follow up to evaluate stakeholder satisfaction.
Collaborate effectively	Cooperate and collaborate with others to achieve individual and team goals	<ul style="list-style-type: none"> Demonstrate high levels of personal engagement and inclusiveness amongst peers. Be visible and accessible to colleagues; communicate openly and widely to share information and knowledge. Be a team player; share information and see the benefits of working as a team. Keep others informed and up to date about what is happening.
Communicate with impact	Communicate clearly based on facts and logic; listen and respond appropriately to others.	<ul style="list-style-type: none"> Provide accurate and timely information in the right amounts to others to support their work. Convey facts, concepts and technical information clearly and concisely, using terms that most people can understand. Pay attention and listen to others, taking time to build rapport. Demonstrate respect for others and how they are feeling.

LEVEL 1 – ALL STAFF		
Competencies	Expectations	Behaviours
Coach and develop	Take responsibility for one's own personal growth and skill development and actively seek out opportunities for learning and self-improvement.	<ul style="list-style-type: none"> • Be personally committed to and actively work to continuously improve yourself. • Understand that different situations and levels may call for different skills and approaches. • Work to deploy strengths and compensate for weaknesses and limitations. • Seek out opportunities for personal growth and development.
Be responsible and accountable for achieving excellence	Be Mission-aligned and responsible for delivering results through self-examination, perseverance, adhering to regulatory obligations and applying policies and procedures that inform the legal and risk responsibilities of one's role.	<ul style="list-style-type: none"> • Maintain the practice of self-reflection and renewal, examining and nourishing self upon the core values of the Mission, Vision and Values of PSC. • Be accountable to identify and connect legal and risk responsibilities back to your role and know where to find the relevant policies and procedures, particularly the PSC Code of Conduct. • Fulfil all commitments made to peers, co-workers, supervisors and customers; take personal responsibility and accountability of your work and seeing efforts through to completion. Be honest about mistakes. • Persist with assigned roles and tasks until completion, while seeking support when required.
Know PSC work processes and systems	Confidently use PSC's processes and systems to efficiently carry out day-to-day work.	<ul style="list-style-type: none"> • Demonstrate use of core office applications and other technologies in use in your field of work; ensure the accuracy of data entry and output in support of accurate and timely reporting. • Use computer, telecommunications and audio-visual equipment or other technologies used by the organisation in relation to your work. • Accept responsibility for own performance to deliver work activities on time and to the required standard in agreement with your nominated supervisor. • Understand the steps in workflow to achieve outcomes that appropriately utilise available systems and procedures.
Make informed decisions	Identify and utilise key data and information available within PSC to make informed decisions.	<ul style="list-style-type: none"> • Demonstrate a sound understanding of PSC (business) functions, terminology and processes. • Have knowledge and awareness of relevant information sources to aid research and analysis. • Be bold and express your opinion that is based on fact in order to aid team decisions and discussions. • Employ a methodical and logical approach when analysing information to make informed conclusions and decisions that are based on fact.

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- a) To produce high quality and timely Council reports and presentations, correspondence, and external funding applications as appropriate.
- b) Represent Council at public meetings, forums and other community engagements and advocate in the best interests of our community and region.
- c) Responsible for the coordination of resources including the preparation, monitoring, compliance and acquittal of budgets within delegated authority levels.
- d) Responsible for ensuring relevant grant and funding opportunities for Pyrenees Shire Council are identified and where possible optimised.
- e) Responsible for the provision of formal input into policy development within the Community Wellbeing & Partnerships Department.

6. JUDGEMENT AND DECISION-MAKING

- a) Demonstrated ability to prepare appropriate action plans, policies and strategies and manage their implementation.
- b) Ability to liaise and negotiate with stakeholders on diverse and complex issues to achieve consensus.
- c) Demonstrated ability to provide innovative options and recommendations based on sound judgement, evidence-based research and consultation.
- d) Use judgement within delegated authority and legislative requirements, with complex matters being referred through line management.

7. INTERPERSONAL SKILLS

- a) Excellent communication skills (written and verbal) including the ability to adapt communications to identified need and/or purpose, build relationships and gain cooperation with stakeholders with varied levels of understanding and/or experience.
- b) Excellent negotiation and conflict resolution skills.
- c) Developed sense of political acumen and the confidence to build and maintain close working relationships with senior leadership staff.
- d) Ability to liaise effectively with professional networks, project working groups and with Government and non-Government agencies to achieve community wellbeing outcomes.
- e) A strong work ethic with an ability to work independently with minimum supervision.
- f) Sensitivity to community needs, capacity to encourage community pride and belonging and an ability to promote a positive image of Council and the community.
- g) Ability to liaise with counterparts in other organisations to discuss specialist matters, and with other employees outside the work unit to resolve intra-organisational problems.

8. MANAGEMENT SKILLS

- a) Ability to adapt to changing priorities and conflicting timelines to produce quality outcomes.
- b) Demonstrated skill in managing community consultations including facilitation, negotiation, problem solving, and relationship management skills.
- c) Demonstrated ability to effectively plan, prioritise and manage multiple tasks in a changing environment to achieve targets within tight timelines and emerging priorities.
- d) Ability to identify and capitalise on opportunities and be innovative in developing new concepts to improve

services.

- e) Ability to supervise, support and motivate staff, volunteers, students and working group members.
- f) Sound project and contract management skills.

9. SPECIALIST KNOWLEDGE AND SKILLS

- a) Sound knowledge of community sport and recreation needs.
- b) An applied understanding of community development principles and practices.
- c) Demonstrated experience in project management and an ability to support the delivery of community and recreation infrastructure projects.
- d) The ability to provide effective representation and to develop confidence and self-reliance in members of the community and committees of management.
- e) Demonstrated knowledge of community engagement approaches, including the IAP2 framework that enhance community involvement and empowerment.
- f) Demonstrated analytical and research skills to apply to the development, implementation and evaluation of community and recreation related strategies and policies.
- g) Demonstrated understanding of the structure and responsibility of Federal, State and Local Government, and in particular grant funding application, evaluation and processing.
- h) Applied understanding of the socio-economic and political context of issues impacting upon the social development of a disparate rural community.

10. QUALIFICATIONS AND EXPERIENCE

- a) Tertiary qualification in recreation, recreation, health promotion, or a related field.
- b) Significant relevant experience in the recreation management and planning.
- c) Advanced computer literacy skills.
- d) A current driver's licence is essential.

11. AUTHORISATION

The following signatures are required to indicate understanding, agreement, and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in collaboration with the employee.

Employee signature: _____ Employee name: _____ Date: _____	Supervisor signature: _____ Supervisor name: _____ Date: _____
CEO signature: _____ <i>Jim Nolan</i> Date: _____	Manager People & Culture signature: _____ <i>Norman Prueter</i> Date: _____