

## POSITION DESCRIPTION

Position Number:	SDRC
Position Title:	Strategic Development and Recreation Coordinator
Division:	City and Community Growth
Classification:	Level 6 Year 1 - Level 6 Year 3
Status:	Part-Time / Fixed Term (2 Year Fixed Term Contract)
Hours:	48 Hours Per Fortnight
Reports To:	Manager Economy Strategy & Engagement



### Position Objectives

As part of a high-performing team, the Strategic Development and Recreation Coordinator will guide the delivery of strategic priorities for recreation provision in the City of Mount Gambier. The role will foster community leadership, advise policy and strategy development, oversee the management of recreation related contracts and build sustainable strategic partnerships.

### Leadership Team Capabilities

People	Being Approachable, Building Great Teams
Activities	Safety and Wellbeing, Managing Work
Information	Effective Communication, Creativity & Innovation
Relationships	Customer & Community Focus Trust
Self	Integrity, Being accountable

Void without CEO approval:

REVIEWED: Manager		2/12/2024
REVIEWED: General Manager		3/12/2024
APPROVED: Chief Executive Officer		6/12/2024



## Key Result Areas

1. Taking a capacity building approach, support and collaborate with the community to deliver sustainable, effective and best practice sport and recreation provision in Mount Gambier.
2. Providing professional advice to the Manager Economy Strategy & Engagement and the organisation on relevant recreation , sport & open space development initiatives and projects.
3. Managing the development, coordination, implementation, monitoring and reporting of recreation development projects and contracted services.
4. Connect and coordinate the Wulanda Convention and Recreation Centre to ensure the expectations and needs of Council and our community are fulfilled and risks are regularly assessed and managed.
5. In conjunction with Manager Economy Strategy & Engagement liaising with representatives from Federal, State and Local Government to ensure a cohesive approach to recreation development projects and services.
6. Build and maintain effective working relationships with local, regional state and national sporting bodies.
7. The development, review and implementation of plans and strategies relevant to Recreation across the organisation such as the Sport, Recreation and Open Space Strategy.
8. Research grant programs and seek funding opportunities to better position the city as a place with high quality sport and recreation offerings.

## Key Duties & Responsibilities

### 1. Policy and Strategy

- Develop, implement and review appropriate strategies and policies relevant to recreation provision within the city.
- Ensure the policy and strategy settings for the Wulanda Convention and Recreation Centre are calibrated to the evolving expectations of Council and community.
- Research, interpret and consider the direction and priorities of all levels of Government and peak sport and recreation bodies to inform Councils strategic position and leverage opportunity.
- Develop and implement recreation service policies which will be monitored and reviewed regularly.
- Monitor and interpret community profiles, existing, emerging and projected participation trends and community sentiment in order to analyse and predict recreation needs.
- Provide briefing notes and reports for the Manger Economy Strategy & Engagement as required including progress reports on the implementation of strategies relevant to the role.

### 2. Capacity Building



- Create pathways for our community to collaborate with Council in delivery of the objectives within the Mount Gambier Sport, Recreation and Open Space Strategy (SROSS).
- Build awareness and strengthen community-led implementation of sporting related compliance and service standards to meet best practice and industry standards.
- Represent the City of Mount Gambier at appropriate forums relating to recreation services and projects and advocate for the needs and interests of our community as required.
- Facilitate and enhance sustainable community networks that work to strengthen connection and resource sharing within the local sport and recreation sector.

### **3. Contract Management**

- Provide strategic guidance in the determination of targets, performance indicators and service standards to guide the delivery of contracted recreation services.
- Negotiate, manage, monitor and review contracts associated with recreational services such as the Wulanda Recreation and Convention Centre to ensure the expectations and needs of Council and our community are fulfilled and risks are regularly assessed and managed.
- Coordinate the preparation and negotiation of service agreements with community groups / organisations for the use of recreation facilities.
- Develop and monitor quality assurance standards of recreation services and facilities to ensure service standards, safety and community needs are achieved.
- Work collaboratively with the City of Mount Gambier's finance department to develop, monitor and maintain all Wulanda Recreation and Convention Centre budgets, reporting on significant variations and maintaining forecasts as required.
- Manage systems which address community or third-party conflicts or concerns relating to the provision of contracted services.
- Provide regular reporting and communication relating to the performance of parties contracted by Council.

### **4. Program management**

- Oversee the implementation of actions and priorities highlighted with the City of Mount Gambier Sport, Recreation and Open Space Strategy and other priorities as determined by Council.
- Coordinate the City of Mount Gambier's Recreation Grants Schemes with relevant stakeholders as applicable.
- Develop and manage funding agreements with external funding bodies for the provision of recreation services and recreation infrastructure.
- Source appropriate funding and sponsorship opportunities to support recreation projects and initiatives.
- Support the effective operation of high performing cross divisional teams to progress Council's strategic priorities.

### **5. Other Duties**

- This position maybe required to perform any duties included within the position classification (and at lower classifications where necessary) as specified by the South Australian Municipal Salaried Officers Award, general officer classification criteria and which the incumbent has the necessary professional and technical skills.



## 6. Adhere to Council's General Conditions of Employment

- Undertake other related duties as required for the effective and efficient operation within the scope of this position.
- Follow defined work health and safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Follow defined information management practices, policies and procedures for all records created and received.
- Be responsible for and actively involved in identifying and managing risk in day to day activities and projects.
- Follow all defined organisational systems, policies and procedures related to the work being undertaken.
- Demonstrate and adhere to the principles of conduct and standards of behavior as defined within the Code of Conduct – Behavioural Expectations of Council Staff Members.
- Demonstrate and uphold the organisation's Values (Lead, Connect, Deliver) that define the standards that guide our behaviours and commitment in working to accomplish the vision and mission.

Embrace and support the organisation's customer service charter.

## Key Competencies & Selection Criteria

### Inherent Essential License/s, Clearances and Checks

- A satisfactory pre-employment medical examination.
- Current satisfactory National Police Certificate.
- Current satisfactory Working with Children Check (WWCC).
- Current and valid Driver's Licence.

### Essential

- A tertiary qualification in a relevant discipline such as Recreation Planning, or Project Management or extensive demonstrated experience in managing a diverse range of projects and services in a recreation field or environment including contract and program management.
- Highly developed knowledge, experience and ability in community capacity building and effective stakeholder engagement with a proven ability in developing effective working relationships with industry, government and / or community groups.
- Written and verbal communication skills including the ability to complete grant submissions, reports, presentation and the facilitation of workshops.

### Desirable

- Experience in a similar role within Local or State Government.

Understanding of financial systems within Local Government.





Occupant: VACANT

Date Appointed:

I have read and understood the key result areas, duties, and responsibilities of this position as described above.

Acknowledged by Occupant: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
*Signature* *date*

