

INFORMATION PACKAGE

Shire of East Pilbara

Team Leader Recreation Services

Job code: #048

Permanent, Full Time | Newman | Subsidised Housing or Living Allowance

The Shire is recruiting for a community focused team player.

We now seek a suitably qualified and self-motivated individual to fill the full time position of Coordinator Recreation Services. Reporting directly to the Manager Recreation & Events, this position is responsible for planning, supervising, coordinating and developing the recreation services throughout the Shire of East Pilbara while managing the operations of the Newman Recreation Centre.

You will have:

- Minimum Diploma-level qualifications in Sports Management or experience in managing multi-functional recreational facilities resulting in the same level of knowledge and skills.
- Three (3) or more year's recent experience working at a recreation/fitness centre.
- Demonstrated knowledge of the trends and issues affecting sport and recreation industries and local sporting clubs
- Highly developed experience in leading and developing staff.
- Experience in the development of operational management plans pertaining to fitness and recreation facilities
- Sound knowledge of OS&H legislation.
- Demonstrated experience in business administration with highly developed computer skills
- Highly developed communication, interpersonal skills with excellent customer service skills
- Demonstrated knowledge and understanding of legislation and standards relevant to
- Recreation and Leisure facilities and programs
- Highly proven self-management, time management and

organisational skills

- Current WA 'C' Class Drivers Licence, 003 First Aid Certificate (or higher) and Current Working with Children Check

Remuneration and Benefits:

- Salary between \$68,000 and \$89,000, plus....
- 15.5% Employer Superannuation Contribution (subject to employee matching contribution), plus....
- Subsidised housing and utilities or Living Allowance of up to \$20k per annum, plus,....
- Commuting use of a motor vehicle with fuel included, plus....
- Relocation expenses paid - up to \$10,000 intrastate (or \$15,000 interstate) , plus....
- Parental Leave, eligibility for Long Service Leave and Professional Development, plus....
- 5 weeks Annual Leave plus one Rostered Days Off every 19 working days plus....
- Discount on gym, recreation and aquatic centre memberships.

To Apply:

Please submit a current Resume and Cover Letter addressing the Essential Criteria in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au.

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

Closing date:

Monday 4:00pm 10/10/2022.

For enquiries relating to the application or recruitment process, please contact **People and Culture Team on (08) 9175 8000** or recruitment@eastpilbara.wa.gov.au

For role specific enquiries, please contact **Paul Miller – Manager Recreation on (08) 9175 8000.**

www.eastpilbara.wa.gov.au

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POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Team Leader
Recreation Services

Directorate

Community
Services

Reports to

Manager Recreation

Position Number

#048

Position Level

LGIA 7

Position Summary

Ensure the opportunities for the community to access recreational services are diverse and effectively managed to optimise utilisation and coordination of fitness and recreation services in the entire Shire of East Pilbara. This includes managing the operations of the Newman Recreation Centre and other non-aquatic sporting and recreation facilities across the shire, including Marble Bar and Nullagine; planning, supervising, co-ordinating and developing recreation services throughout the Shire of East Pilbara so that opportunities for the community are diverse. Provide the public with recreation services and exceed the public's expectations in areas including safety, customer service, venue presentation and service/event delivery. Maintain a positive approach when dealing with customers/stakeholders and report any incidents and public feedback.

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Leading, guiding and coordinating the management of employees under supervision, whilst developing and mentoring key talent,

within the scope of the level;

- Supporting good governance through the application of good decision making and consistency of application;
- Facilitating and encouraging teamwork to deliver projects and outcomes for and on behalf of the Shire;
- Providing appropriate advice to internal and external stakeholders whilst maintaining relationships and responsibility for operational oversight for assigned activities;
- Actively contributing towards the achievement of financial efficiencies and quality of service;
- Proactively report upon, and mitigate, organisational risks.
- Participate in the Community Services Directorate Leadership Group meetings and Community Services Directorate Cross Functional Groups as required

Role Accountabilities

- Identify and promote innovative approaches to recreation services and facility management and operations.
- Ensure sufficient and appropriately trained staff are employed to operate programmes and services which are associated with these facilities and services.
- Identify opportunities for external funding to facilitate new programs and activities, and manage and administer projects according to funding agreement guidelines.
- Ensure the effective management of all resources assigned to these facilities.



- Develop, review and continuously improve operational procedures and hand over reports of all positions pertaining to the facilities and services.
- Develop relevant marketing and promotion initiatives (including researching industry developments and new offerings).
- In conjunction with the Assets & Procurement section, liaise with contractors to ensure these facilities and surrounds are cleaned and maintained to Australian Standards and in line with safety and health legislation and regulations.
- In conjunction with the Assets & Procurement section develop and maintain emergency and preventive maintenance schedules for all associated buildings, plant and facilities.
- Prepare and report on specific budget allocations and expenditure of the facilities and services, ensuring they are in accordance with established processes, guidelines and standards.
- Prepare reports on these facilities' utilisation including weekly and monthly progress reports, monthly Council agenda items, Council Information Bulletins, monthly and quarterly budget variances and other reports as requested by the Manager Recreation and Director Community Services.
- Ensure the effective management of the Newman Recreation Centre webpage, Facebook page and Newsletter whilst remaining within Shire policies, procedures and guidelines.
- Significantly contribute to the planning, development, implementation, oversight and monitoring of Shire-supported community programmes, activities and events which maximise the usage of the Shire's active and passive sporting and recreation resources.
- In conjunction with the Manager Recreation, develop and implement a marketing and promotional plan incorporating Group Fitness, the Fitness Centres and recreational programs for Newman, Nullagine and Marble Bar townships.
- In conjunction with the Manager Recreation and in collaboration with the Manager Place, devise plans, implement and evaluate meaningful recreation programs for residents in Nullagine and Marble Bar townships aligned with Shire's Recreation Strategic and Community Strategic Plans.
- Evaluate, revise, monitor and benchmark programs to ensure community needs and expectations continually form the basis of best practice service delivery.
- Ensure that all sporting and recreational events which are supported by the Shire comply with the Shire of East Pilbara's Outdoor Public Events procedure.
- Ensure that all recreation programmes, projects and events within the position's control, comply with relevant safety standards, legislation, regulations, policies and guidelines.
- Travel to, or support relevant staff travelling to Nullagine, Marble Bar and remote communities as required (4 Wheel Drive certification, or ability to obtain, required).

Selection Criteria

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

Essential Criteria

(to be considered for this role you must demonstrate the following skills and experience)

- Minimum Diploma-level qualifications in Sports Management or experience in managing multi-functional recreational facilities resulting in the same level of knowledge and skills.



- Three (3) or more year's recent experience working at a recreation/fitness centre.
- Demonstrated knowledge of the trends and issues affecting sport and recreation industries and local sporting clubs
- Highly developed experience in leading and developing staff.
- Experience in the development of operational management plans pertaining to fitness and recreation facilities
- Sound knowledge of OS&H legislation.
- Demonstrated experience in business administration with highly developed computer skills
- Highly developed communication, interpersonal skills with excellent customer service skills.
- Demonstrated knowledge and understanding of legislation and standards relevant to

- Recreation and Leisure facilities and programs
- Highly proven self-management, time management and organisational skills
 - Current WA 'C' Class Drivers Licence
 - Current 003 First Aid Certificate (or higher)
 - Current Working with Children Check

Desirable Criteria

- Tertiary qualifications in Recreation/Leisure, Sports Management or Business
 - Exposure to community, sporting and recreation issues within local government
- 4 WD certification or ability to obtain

Remuneration details

Employment conditions in accordance with the Local Government Industry Award 2020.

Award

Employment conditions in accordance with the Local Government Industry Award 2020.

Cash salary component:

- Salary between \$86,000 and \$89,000 per annum
- 10.5% Superannuation Guarantee plus additional 5% subject to employee contribution of 5%. The combined total of the Shire of East Pilbara contribution shall not exceed 15.5% of the specified salary.

Accommodation:

- Subsidised housing and utilities OR Living Allowance of up to \$20k per annum.

In addition:

- 5 weeks annual leave
- Long Service Leave - Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance - Following twelve (12) completion of service one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.

Other Benefits and services:

- Discounts for staff for the use of recreation and aquatic centre facilities as per shire policy.
- Free health and fitness assessments by qualified staff at the recreation centre.
- Professional development is encouraged and promoted by providing staff training as necessary and attendance at seminars/conferences is also supported.

INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Shire. Existing illness will not necessarily preclude an appointee from the selection process.

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About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.