

APPLICATION PACKAGE

Shire of East Pilbara

Programs & Activities Officer

Job code: #186

Casual Pool Recruitment | Newman – Recreation Centre

The Shire is recruiting for a community focused team player.

The Shire of East Pilbara is a well-established Local Government Authority in Western Australia, which services the town sites of Newman, Marble Bar, Nullagine and local communities.

The Shire is offering an exciting opportunity for an experienced person to take on the role of Programs & Activities Officer, based in Newman. This is a role that will see you taking a lead role in; ensuring that opportunities for the community are diverse, by consistently delivering high quality programs and activities with effective utilisation of the Shire's Recreation Facilities.

To be successful in this role, you will have experience or qualifications in the recreation services industry, a current Applied First aid certificate, highly developed customer services skills, with the ability to communicate with internal and external stakeholders effectively.

The successful candidate will hold or be willing to obtain a current WWCC and Police clearance.

Next steps

Applicants are requested to submit an up to date resume and cover letter addressing the essential criteria no more than 3 pages. If you are interested in this position, please apply via our website <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can 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:

4:00pm Thursday 30th June 2022.

For enquiries relating to the application or recruitment process, please contact **Human Resources Officer on (08) 9175 8000** or recruitment@eastpilbara.wa.gov.au

For role specific enquiries, please contact **HanMari Roets – Coordinator Recreation Services, on (08) 9175 8000.**

www.eastpilbara.wa.gov.au

Shire of **EAST
Pilbara**
THE HEART OF THE PILBARA

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Programs & Activities
Officer

Directorate

Customer &
Community
Services

Reports to

Fitness & Recreation
Supervisor

Position Number

#186

Position Level

LGIA 3

Position Summary

Ensure the opportunities for the community are diverse, by consistently delivering high quality programs and activities with effective utilisation of the Shire's Recreation Facilities.

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;
- Collaboratively participating in teams to deliver projects and outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards the achievement of financial efficiencies and quality of service, as directed;
- Proactively report upon, and mitigate, risks.

Role Accountabilities

- Ensure age appropriate programs and services are associated with the Shire Recreation Facilities.
- Develop and review programs and lessons relevant to the use of the Shire Recreation Facilities.

- To monitor, assess and report on the overall progress and development of participants as an instructor.
- To facilitate and encourage a learning experience which provides participants of the program offered an opportunity to achieve their individual potential.
- To provide relevant support for participants of the programs offered.
- Ensure all participants are kept safe at all times.
- Respond to customer enquiries in a timely manner, ensuring all users of fitness centre receive up to date information on current programs and activities operating from the Shire Recreation Facilities.
- Assist with the effective use of resources assigned to the Shire Recreation Facilities in accordance with established processes, guidelines and standards.
- Work effectively within a team environment, in consultation with the Fitness & Recreation Supervisor.
- Establish effective working relationships with team members and apply sound communication skills to resolve issues.
- Completion of required documentation for all matters relating to programs & activities.
- Comply with Public and Occupational Health and Safety requirements, and promote safe work practices and environments.
- Report emergency repairs and maintenance in consultation with the Coordinator Recreation Services.



- Assist in the implementation of activities and events that have a health and fitness benefit to participants.
- Implement time management skills to ensure all tasks are prioritised and completed within set time frames.
- Support and promote the Shire's Code of Conduct within the team.
- Attend and contribute to regular Recreation Centre team meetings.
- Undertake projects and other duties as requested, which are in line with the position's responsibilities.

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)

- Relevant qualifications and/or significant recent relevant work experience in the appropriate field
- Current Applied First Aid Certificate
- Highly developed customer service skills
- Developed communication and interpersonal skills

- Proven self-management, time management and organisational skills
- Ability to safely use a wide range of fitness and gym equipment and the ability to maintain this equipment
- Current Working with Children Check

Desirable Criteria

- Experience working in a recreation facility.
- Current West Australian 'C' Class Driver's Licence.
- Experience in supervising juniors.
- Sound knowledge of OHS legislation
- Ability to interpret and apply legislation and standards relevant to leisure facilities and public events.



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 Council. Existing illness will not necessarily preclude an appointee from the selection process.

Shire of **EAST**
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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.