



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

MRCLC Administration/Program Officer



1. **TITLE and POSITION NUMBER:** MRCLC Administration/Program Officer | 063
2. **LEVEL:** Level 7 as per the [LGIA 2020](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Permanent
4. **DEPARTMENT/SECTION:** Strategy and Community Services
5. **POSITION OBJECTIVES**

Located at the Merredin Regional Community & Leisure Centre (MRCLC) this position provides confidential and efficient administrative duties for the MRCLC and is required to deliver an efficient and courteous service to the public and liaise with sporting groups and community members. This role ensures the clerical and administrative tasks, and other tasks as directed by Recreation and Aquatics Manager, are carried out in an efficient and timely manner to the appropriate standard.

A key objective is to assist the Recreation and Aquatics Manager, to meet community needs in relation to the planning and delivery of recreation programs.

6. KEY DUTIES/RESPONSIBILITIES

The Officer will be required to undertake a range of activities at the MRCLC which may include;

Administration and reception:

- Responsible for ensuring the facility is ready to go for the day.
- Reception and customer services duties, including taking facility bookings.
- Respond to client requests during programs including dealing with incidents and emergency situations.
- Process fees and charges for use of facility, including use of Point of Sale (POS) system.
- Management of correspondence and records for the MRCLC, both electronic and hardcopy formats.
- Reconcile daily funds received with receipts issued, prepare bank deposit and deposit funds received at bank.
- Maximise facility hire opportunities for all areas of the MRCLC with a particular focus on the attraction and retention of new hirers delivering a range of unique services.
- Develop and maintain detailed cleaning schedules including daily, weekly and monthly.
- Implementation of risk management strategies (including incident reporting systems) in line with policies and legislative requirements.
- Oversee regular routine safety inspections of the MRCLC to identify and rectify any potential hazards that may cause injury to staff or customers and ensure any issues are reported on and action taken.
- Prepare and process financial documentation, as required, to meet the Shire's financial reporting requirements.

- Promote and increase local community awareness of Council’s Sports and Recreation Services.

Recreation Programming

- In conjunction with the Recreation and Aquatics Manager, engage and consult with community and sporting groups to identify their requirements and increase use of the Shire’s community sports and recreation facilities, programs, and events.
- Assist in the development and delivery of recreation programs to meet the needs of the community, including sport, community, and school groups.
- Maintain the budget for programs and services within the areas of responsibility, in conjunction with the Recreation and Aquatics Manager.
- Act as the primary liaison point for sporting clubs, schools, and the community for sport and recreation enquiries.
- All other duties from time to time as requested by the Recreation and Aquatics Manager.

Hydrotherapy Pool

- Assist the Recreation and Aquatics Manager to undertake daily pool testing.
- Ensure the Hydrotherapy pool is ready to be utilized each day.
- Assist the Recreation and Aquatics Manager to ensure that the pool meets statutory obligations.
- All other duties from time to time as requested by the Recreation and Aquatics Manager.

Functions and Events

- Set up the meeting and/or function room as required, as per the booking form.
- Pack up the meeting and/or function room as required, as per the booking form.
- All other duties from time to time as requested by the Recreation and Aquatics Manager.

7. ORGANISATIONAL RELATIONSHIPS

Responsible to: Recreation and Aquatics Manager

Supervision of: Nil

Internal and External Liaison:

Internal: Chief Executive Officer
Recreation and Aquatics Manager
Executive Manager Strategy and Community
Other Staff

External: Community Groups
Ratepayers/Residents
Various Business Organisations

Government Departments
Local Government Agencies

8. EXTENT OF AUTHORITY

Operates under the direction of the Recreation and Aquatics Manager within established guidelines, procedures, and policies of Council as well as statutory provisions of the Local Government Act and all other relevant legislation.

9. SELECTION CRITERIA

Essential

- Experience in administration in a recreation or community development environment.
- Experience in, or exposure to, recreation program delivery.
- Experience in using a PC and Microsoft Office with the ability to draft correspondence.
- Well develop communication skills, including good public relations and interpersonal skills.
- Sound numeracy skills and knowledge of basic bookkeeping.
- Experience in the use of record keeping systems such as Synergy (or similar).
- Good time management and organisational skills with the ability to work under pressure.
- Demonstrated ability to maintain confidentiality.
- Current first aid and CPR
- Current WA C Class drivers' licence.

Desirable

- Experience in planning and delivering recreation programs.
- Qualifications in Recreation and/or Administration.

10. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance and Pre-employment Medical Examination as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms to be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.

- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire's Work Health and Safety Policy.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<i>Current Incumbent</i>	Incumbents Signature:	Date:
<i>Current Manager</i>	Managers Signature:	Date:
<i>Chief Executive Officer</i>	CEO's Signature:	Date: