



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Administration/ Program Officer – MRCLC



1. **TITLE and POSITION NUMBER:** Administration / Program Officer (063)
2. **LEVEL:** Level 6/7 as per the [LGIA 2020](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Fixed term – 12 months maternity leave cover, with possible extension
4. **DEPARTMENT/SECTION:** Strategy and Community / Merredin Regional Community and Leisure Centre (MRCLC)

5. **POSITION OBJECTIVES**

To provide confidential and efficient administrative support for the Shire of Merredin, Merredin Regional Community & Leisure Centre (MRCLC), ensuring high-quality service delivery to the community. The role is responsible for delivering professional and courteous customer service, liaising effectively with sporting groups and community members, and ensuring all clerical and administrative duties are completed accurately and in a timely manner under the direction of the Sport and Recreation Coordinator

The position also contributes to meeting community needs through supporting the planning and delivery of recreation programs.

6. **REQUIREMENTS OF THE POSITION**

Skills

- Well-developed organisational skills.
- Advanced written and oral communication skills.
- Developed problem solving and negotiation skills.
- Well-developed interpersonal and customer services skills.
- Demonstrated ability to work in a team environment.
- Online media literacy with skills to develop and deliver marketing, publicity and promotional activities.

Knowledge

- Well-developed understanding of recreational management processes and practices.
- Sound understanding of local government organisational and operational procedures.
- Sound knowledge of recreational and physical activity policy development and implementation processes.

Experience

- Experience in planning and delivering recreation programs.

7. **KEY DUTIES/RESPONSIBILITIES**

Administration / reception

- Responsible for ensuring the facility is ready to go for the day.
- Reception and customer services duties as required, including taking facility bookings.
- Responding to client requests during programs including dealing with incidents and

emergency situations.

- Daily readings of weather station and reporting back to Bureau of Meteorology (BOM) in conjunction with the Sport and Recreation Coordinator.
- 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 schedules as well as liaising with the cleaner to ensure cleaning items are stocked.
- Liaison with external companies for ordering of stock, and to service other requirements as directed by the Sport and Recreation Coordinator.
- Implementation of risk management strategies (including incident reporting systems) in line with policies and legislative requirements.
- Oversee regular routine safety inspections of the Centre 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 through regular liaison with local sporting and community groups and other relevant stakeholders.
- All other duties from time to time as requested by the Sport and Recreation Coordinator.

Recreation Programming

- In conjunction with the Sport and Recreation Coordinator, 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 of and undertake the 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 Sport and Recreation Coordinator.
- Act as the primary liaison point for sporting clubs, schools, and the community for sport and recreation enquiries.

Hydrotherapy Pool

- In conjunction with the Sport and Recreation Coordinator ensure smooth operations of the hydrotherapy pool, including but not limited to daily testing, organising bookings and management of chemical levels as required.
- Ensure the Hydrotherapy pool is ready for use each day.

- Assist the Sport and Recreation Coordinator to ensure the hydrotherapy pool meets statutory obligations.

8. ORGANISATIONAL RELATIONSHIPS

Responsible to: Sport and Recreation Coordinator

Supervision of: Nil

Internal and External Liaison

Internal: Chief Executive Officer
Sport & Recreation Coordinator
Executive Manager Strategy and Community
Other Executive Managers
Other Shire Staff

External: Clients and Customers of the MRCLC
Community Groups and Sporting Bodies
Government Departments
Local Government Agencies

9. EXTENT OF AUTHORITY

Operates under the direction of the Sport and Recreation Coordinator within established guidelines, procedures and policies of Council as well as the statutory provisions of the Local Government Act 1995 and other legislation.

10. 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 literacy and numeracy skills and knowledge of basic bookkeeping.
- Experience in the use of digital record keeping systems.
- Good time management and organisational skills with the ability to work under pressure.
- Demonstrated ability to maintain confidentiality.
- Current First Aid Certificate and CPR, or able to attain.

Desirable

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

11. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance and Pre-employment Medical Examination, including Drug and Alcohol Test, as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms will 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 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 staff must understand and comply with the Shire Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- 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>New Employee</i>	New Employee Signature:	Date:
<i>Current Manager</i>	Manager Signature:	Date:
<i>Chief Executive Officer</i>	CEO Signature:	Date: