



SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# POSITION DESCRIPTION

## Sport and Recreation Coordinator



1. **TITLE and POSITION NUMBER:** Sport and Recreation Coordinator (030)
2. **LEVEL:** Level 8/9 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 / Merredin Regional Community and Leisure Centre (MRCLC)
5. **POSITION OBJECTIVES**

Reporting to the Executive Manager Strategy and Community, the Sport and Recreation Coordinator will effectively manage, and lead a team that provides quality services and programs at the MRCLC. The MRCLC will meet community expectations and keep within the allocated budget. Services offered at the MRCLC include sports training, sporting competitions and events, swimming lessons and corporate and community event hire.

Working effectively with sporting groups as key stakeholders on service needs and club development is required, and the Coordinator will develop an understanding of community needs, to develop appropriate programs and services.

Planning for the future, the Coordinator will assist the delivery of the Shire's Strategic Recreation Master Plan and the Recreation Asset Management Plan to provide quality recreation and leisure facilities and programs catering for all sectors of the community. The position will also identify recreation funding opportunities, develop grant submissions and complete necessary acquittals.

In addition to the roles described above, the Coordinator is also required to be hands-on and is heavily involved in the daily operations of the MRCLC, including the operation and programming of the hydrotherapy pool.

## 6. REQUIREMENTS OF THE POSITION

### Skills

- Ability to manage human, physical and financial resources to achieve successful operation of the MRCLC.
- Ability to interpret strategic plans and develop project plans.
- 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 provide leadership and to work in a team environment.
- Online media literacy with skills to develop and deliver marketing, publicity and promotional activities.

### Knowledge

- Excellent understanding of recreational management processes and practices.
- Knowledge of current trends, community needs and legislative requirements.

- Sound understanding of local government organisational and operational procedures.
- Sound knowledge of recreational and physical activity policy development and implementation processes.
- Sound understanding of accounting, human resources and administrative requirements.
- Understanding of contemporary leisure issues and challenges affecting early childhood, youth, seniors and multi-cultural groups.
- Applied Workplace Health and Safety and Risk Management knowledge.

#### **Experience**

- Experience in facility management.

### **7. KEY DUTIES/RESPONSIBILITIES**

#### **Management**

- Implement work plans to deliver on the Shire's Strategic Recreation Master Plan and Recreation Asset Management Plan and regularly report on progress.
- Oversee the day-to-day operations of the hydrotherapy pool.
- Ensure the hydrotherapy pool meets the Department of Health's Code of Practice for the operation, management, and maintenance.
- Facilitate the selection, induction, training and development, performance management and appraisal of MRCLC staff.
- Formulate and manage operational policies and procedures to achieve Council's goals and objectives.
- Plan, develop and implement the promotion and delivery of recreational, and hydrotherapy programs and services.
- Develop effective working relationships with stakeholders to meet their needs.
- Ensure all sporting surfaces and amenities are well maintained and ready for use.
- Identify and respond to present and future anticipated recreation needs of the community.
- Support the development and implementation of marketing, promotion and publicity for the MRCLC and its services.
- Professionally represent the MRCLC, Shire and Council when attending external committees, conferences, and functions.
- Ensure professional and courteous customer service from all sport and recreation staff.
- Maintain a high level of personal presentation.
- Ensure the MRCLC is safe and clean for all staff and users.
- Prepare and administer operational budgets, monitor expenditure and identify cost efficiency opportunities.
- Promote inclusive participation and access for all community members, including underrepresented groups.

#### **Administration**

- Manage the day-to-day operations of the MRCLC effectively.

- Manage financial operations and ensure accurate and detailed records relating to the operations of the MRCLC are maintained and reported on.
- Ensure the MRCLC resources are managed efficiently and cost effectively.
- Oversee the development and delivery of programs and evaluate programs to ascertain if they meet community needs.
- Identify opportunities for external funding and prepare grant applications.
- Maintain effective communication with all stakeholders and users of the facilities.
- Report to the Executive Manager Strategy and Community in relation to sport and recreation operations and development requirements.
- Liaise with the relevant Executive Manager regarding maintenance of the facilities.
- Attend Sports Council Meetings and report on outcomes.
- Meet with the Lessee monthly (or as agreed) and report on outcomes from the Grandstand Bar and Restaurant.
- Ensure that a Shire presence is maintained during major fixtured events (e.g. Thursday night competitions and Saturday sports).
- Attend to after hour call outs if required.
- All other duties as directed from time to time by the Executive Manager Strategy and Community and/or Chief Executive Officer.

## **8. ORGANISATIONAL RELATIONSHIPS**

**Responsible to:** Executive Manager Strategy and Community

**Supervision of:** MRCLC Staff

### **Internal and External Liaison**

**Internal:** Chief Executive Officer  
Executive Manager Strategy and Community  
Other Executive Managers  
Other Shire Staff

**External:** Clients and Customers of the MRCLC  
Community Groups and Sporting Bodies  
Merredin Civic Bowling Club  
Schools  
General Public  
Funding Bodies  
Government Departments

## **9. EXTENT OF AUTHORITY**

Operates under the direction of the Executive Manager Strategy and Community within established guidelines, procedures and policies of Council as well as the statutory provisions of the Local Government Act 1995 and other legislation, and perform other duties as required by management within the classification level and scope of the position.

The Sport and Recreation Coordinator administers the budget as approved by Council and contributes to policy matters as ratified by Council.

## **10. SELECTION CRITERIA**

### **Essential**

- Demonstrated experience in the management, operation and supervision of recreation and community facilities.
- Demonstrated ability to plan, develop and implement the management of human, financial, information and physical resources to deliver responsive, efficient and effective recreational programs and services.
- Experience in leading and managing small teams.
- Demonstrated understanding of the operation and hire of community facilities by public user groups.
- Demonstrated understanding of recreation and leisure industry trends and issues, in particular relating to facility management.
- Proven high-level organisation and problem solving skills.
- Proven high-level interpersonal and communication skills including the ability to liaise, negotiate and consult with a wide range of individuals and groups with differing requirements.
- Current WA C Class Drivers' license.
- Current First Aid Certificate and CPR, or able to attain.

### **Desirable**

- Understanding of local government processes, policies procedures and community engagement practices.
- Familiarity with Department of Local Government, Industry Regulation and Safety (LGIRS) frameworks and grant schemes.

## **11. CONDITIONS OF EMPLOYMENT INFORMATION**

- The Officer will be required to provide a satisfactory National Police Clearance and Pre-employment Medical Examination, including Drug 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.

|                                       |                         |       |
|---------------------------------------|-------------------------|-------|
| <b><i>New Employee</i></b>            | New Employee Signature: | Date: |
| <b><i>Current Manager</i></b>         | Manager Signature:      | Date: |
| <b><i>Chief Executive Officer</i></b> | CEO Signature:          | Date: |