

## Position Description



<b>Position Title:</b>	Sports and Recreation Officer
<b>Date:</b>	December 2023
<b>Department:</b>	Community Services
<b>Supervisor:</b>	Community Services Team Leader
<b>Remuneration:</b>	Level 4.1 – 5.1 dependent on qualifications and experience
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>Award Allowances:</b>	As per Contract of Employment
<b>Agreement:</b>	McKinlay Shire Council Certified Agreement
<b>Hours of Work:</b>	Flexible 20 hour week. Hours required to work include after school, evenings, weekend and school holiday period. As directed by Supervisor.
<b>Fixed Term</b>	12 Months Term Position

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### OBJECTIVE OF THE POSITION

The McKinlay Shire Council Sports and Recreation Officer will maintain and improve the quality of life, health and well being of all McKinlay Shire residents by developing, promoting and delivering quality sport and recreational activities, with a focus on both youth and senior citizens programs. This role will also contribute to the efficient and productive operation of the community services initiatives delivered by Council.

### ORGANISATION ENVIRONMENT

McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek, Nelia, McKinlay and Kynuna.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are beef cattle grazing, tourism and mining ventures at Cannington and Eloise Mine.

#### Our vision

Community – A focus on the health, wellbeing and general quality of life for the community.

Economy – A focus on economic development to create employment growth and opportunity.

Environment – A focus on the Shires built and natural environments and supporting infrastructure.

Shire – A focus on Councils leadership and management of the Shire and its assets.

#### To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

## **DUTIES AND RESPONSIBILITIES**

- Coordinate the delivery of McKinlay Shire Council's sport and recreation program.
- Implement the McKinlay Shire Sport & Recreation plan.
- Organise and deliver after school sport/recreation activities for children and a variety of adult sport and recreation programs.
- Actively seek out new sport and recreation opportunities that will increase participation amongst low-participation groups.
- Plan, promote and assist others (as required) to deliver programs and activities specified in the short-term and long-term plans.
- Plan, promote and coordinate the delivery of a School Holiday Program.
- Coordinate the running and safe use of the Daren Ginns Participation Centre.
- Organise participation in regional-level sport and recreation carnivals and events, including travelling (or driving bus where necessary) with competitors.
- Assist local school staff with sport and recreation programs by attending the school during Physical Education lessons and lunch-times.
- Assist Council Parks and Gardens staff in preparing sports fields/ovals for competition, including (but not limited to) marking of rugby league field and athletics track.
- Provide expertise and advice to existing community sporting and recreation groups to build their knowledge and capacity to run successful ongoing programs, particularly during after school and holiday periods.
- Seek out opportunities for community members to attain accreditation in the areas of coaching and refereeing/umpiring various sports.
- Provide advice to the McKinlay Shire Council regarding specific needs relating to sport and recreation that will facilitate increased participation rates, including facilities, policies and programs.
- Establish and maintain strong working relationships and partnerships with local and regional sport and recreation groups, local schools and other key stakeholders.
- Attend local and regional meetings/training days that relate to sport and recreation.
- Develop, under the guidance of the Director, annual budgets and quarterly work plans.
- Seek out, prepare and submit applications for external funding that will enable increased participation of community members in sport and recreation. Manage successful submissions.
- Prepare and submit monthly reports for McKinlay Shire Council meetings.
- Prepare, under the guidance of the Director, acquittal reports and other requirements of any funding agreement with Sport & Recreation Queensland.
- Other duties commensurate with the position and those that are reasonably directed.

## **PERFORMANCE INDICATORS**

- Completion of all duties in a timely and efficient manner;

- Prompt reporting of any difficulties encountered requiring remedial actions to the Director Corporate & Community Services;
- Compliance with all Policies & Procedures applying to the duties of the position;
- Compliance with all workplace health and safety standards and Council policy;
- Compliance with the adopted Code of Conduct;
- Punctuality and Reliability and courtesy at all times;
- Appropriate notifications to accountable supervisor with respect to work absences.

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

Supervision Responsibilities:	Nil
Statutory Responsibilities: of Conduct and policies	To perform duties inline with Councils Code
Expenditure:	Refer to Councils Procurement Policy
Liaison Responsibilities:	CHSP Coordinator Community Health Nurse Librarian Julia Creek Swimming Pool Manager Council Staff with respect to duties allocated

#### **WORKPLACE HEALTH & SAFETY**

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

## SELECTION CRITERIA

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### SC1 Qualifications

- A tertiary qualification in sport and/or recreation discipline or relevant work experience.
- Possession of, or the ability to acquire, a Working with Children Blue Card
- A current “C” class motor vehicle license, and a willingness to obtain an “MR” class license
- A current First Aid & CPR Certificate.
- Certificate IV in Fitness (desirable)
- Previous work experience in the sport and recreation industry, particularly in Local Government (desirable)
- Childcare qualifications (desirable)
- Royal Life Saving Bronze Medallion (desirable)
- Royal Life Saving Pool lifeguard Certificate (desirable)
- Sports Coach certificates (desirable)

### SC2 Skills

- Demonstrated ability to communicate effectively with people of all ages.
- Demonstrated ability to develop networks with various community stakeholders, and to facilitate the delivery of the sport and recreation needs of the community.
- Highly developed written and verbal communication skills, including knowledge of the Microsoft Office suite, with experience in report writing and funding submissions.
- High level of interpersonal, organisational and written skills.
- Instructing and coaching skills in a variety of sports.
- Demonstrated ability to supervise staff and provide support.
- Demonstrated mentoring skills.
- Demonstrated ability to manage a variety of programs and budgets.

### SC3 Knowledge

- Demonstrated knowledge of sport and recreation issues, particularly in relation to rural and remote communities.
- Broad knowledge of a variety of sports and recreational activities.
- Experience in planning active after school care and school holiday programs
- Knowledge of the Workplace Health & Safety Act and Regulations.
- Experience in delivering physical activities for 40+, 60+ age groups, etc.
- Ability to provide a range of youth activities – primary and secondary