

Development Coach

Team	Parks and Recreation
Division / Section	City Services & Assets
Location	Five Dock Leisure Centre
Classification/Grade/Band	Grade 5
Position Code	CB0415
Date position description approved	January 2018 (review Nov 2022)

Council overview

The City of Canada Bay is an active and vibrant city that captures the energy, diversity, pride and potential of its community.

Primary purpose of the position

- To coach recreational and competitive classes
- To provide effective leadership and develop coaching expertise amongst the gymnastics team.
- To provide a relevant and responsive service with a strong focus on customer service.
- To ensure that the centre's gymnastics program is run professionally and abides by the regulations of the governing body of gymnastics.
- To assist the Sports Programs Team Leader – Gymnastics, WG Head Coach and Gymnastics Program Leader in the day-to-day running of the gymnastics department.

Key accountabilities

Technical/Operational

- Coach a wide variety of gymnastics classes from recreational through I competitive streams.
- Coach gymnastics classes to the level and in the gym sport that your coaching accreditation allows, and assist in the coaching of all other classes where operationally required.
- Assist in the development and progression of FDLC Gymnasts.
- Attend gymnastics competitions as required.
- Ensure a high level of customer services is provided within the department and remain actively involved in each class (set up, warm up, lesson, stretch, and pack down).
- Assist in the development and implementation of gymnastics retention strategies. Eg. Recreational Fun Days, In House Competitions.
- Develop and improve procedures and processes to enable continuous improvement.
- Set up gymnastics equipment as required or directed.

- Ensure gymnastics hall is maintained in a clean, safe and presentable manner.
- Ensure that all policies and procedures are followed.
- Ensure all equipment and facilities are maintained in a safe and operational condition. If they are not, arrange repair immediately, through the Sports Programs Team Leader - Gymnastics.
- Ensure all patrons abide by the Centre's Users Code of Conduct.
- Assists in the development of new programs and continuing improvements to the existing programs.
- The role entails predominantly coaching duties (approximately 30 hours per week) and administration activities, this split will be as per the roster and can vary determined upon operational needs and as instructed by the Sports Programs Team Leader - Gymnastics.
- Coordinate administration requirements for Competitive Gymnasts, including lesson plans, progression of gymnasts, competition administration and any other administration tasks required through the direction of the Sports Programs Team Leader - Gymnastics.
- Provides a high level of customer service to members and new customers.
- Ensure accurate and up to date information is distributed to parents of the competitive program
- Assist with the creation and communication of the monthly Gymnastics newsletter.

Management & Leadership

- Coach gymnastics classes autonomously, and provide expertise to Gymnastics Coaches, and Junior Gymnastics Coaches.
- Takes a leading role in the selection, induction and training of Gymnastics coaches.
- Promote a positive image of Council through efficient and effective customer service and a proactive and cooperative approach.
- Act as a mentor for junior coaches and provide guidance on best practice coaching standards.

Financial

- Provide support to the Sports Programs Team Leader - Gymnastics in the development of new business initiatives.
- Ensure staffing levels are appropriate to facilitate a safe, cost effective program and ensure lesson timetabling optimises usage and profitability.
- Be accountable for correctly enrolling gymnasts in conjunction with Centre Operations.
- Induct prospective members through the facility with the aim of selling the benefits of the facility.

Communication, Consultation & Engagement

- Ensure that all information provided in the Department to staff and members is current and available.
- Actively promote the Centre and its activities through distribution of information directly to patrons.
- Help engender a strong sense of commitment to customer satisfaction throughout FDLC's operations.
- Ensure that staff, visitors and members of the Centre are treated with dignity and respect at all times.
- Keep open communication with all staff.
- Provide a high level of customer service to members, new customers and visitors at the Centre.
- Refer matters of unusual or complex nature to the Sports Programs Team Leader - Gymnastics prior to response.
- Keep all gymnasts and parents up to date with important information in the gymnastics hall in a timely and professional manner.

- Ensure accurate and up to date information is distributed to customers through the Centre's website.
- Assist with the creation and communication of the monthly Gymnastics newsletter.
- Collaborate and communicate with other City Services & Assets administration staff to create an enthusiastic and motivated atmosphere where staff work with a sense of urgency.
- Exercise initiative and judgment in following up or redirecting matters when the Team Leader is unavailable to ensure that time frames and targets are met.
- Design and implement new administrative procedures/practices (where required) with other centre staff, managers.
- Develop and implement a high standard of service to the community, which is founded on a helpful, courteous and equitable approach.

General

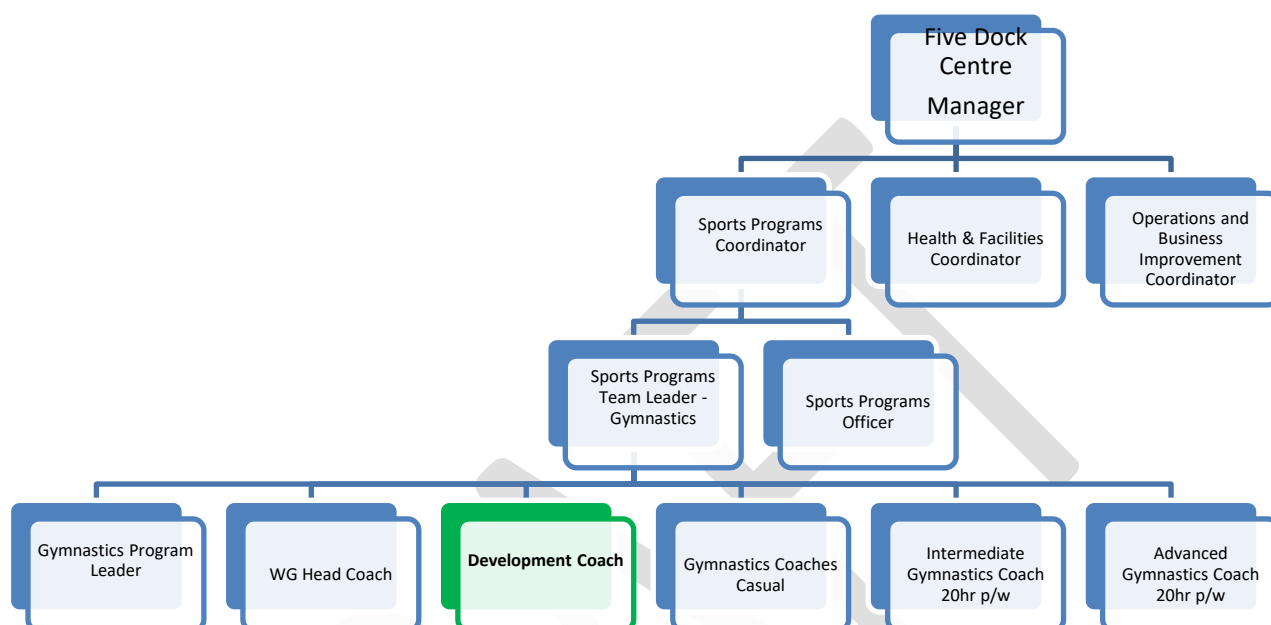
- The City of Canada Bay is a Child Safe Community that recognises and advocates for the rights of children and young people. We aim to reduce the likelihood of harm to children, to increase the likelihood of identifying and reporting harm and respond appropriately to disclosures, allegations or suspicions of harm.
- To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- Collaborate and communicate with the Gymnastics team members to create an enthusiastic and motivated team culture.
- Support management in the process of workplace reform, service competitiveness and the achievement of objectives by proactively working to improve operational efficiency.
- Carry out additional tasks within your skill set as assigned by Sports Programs Team Leader - Gymnastics.
- To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- Collaborate and communicate with Divisional staff and others within the organisation to create an enthusiastic and motivated atmosphere where staff work with a sense of urgency.
- Proactively support management in the process of workplace reform, service competitiveness and the achievement of objectives by proactively working to identify process, policy and operational improvements.
- Maintain a commitment to workplace safety, risk mitigation and EEO, acting to rectify where necessary.
- Support a respectful and positive workplace environment by complying with the Workplace Behaviour Standards and Expectations Policy and responsibilities identified in section 2 of the Schedule of Operational Responsibilities outlined below.
- Carry out additional tasks within your skills set as assigned by your Supervisor.
- Comply with all relevant laws, codes of practice and legislation.
- Foster a positive and healthy work place culture in line with the values of the Five Dock Leisure Centre.
- Attend ongoing training and development opportunities for competitive gymnastics coaches.
- Maintain current technical membership with Gymnastics Australia.
- Assist with other Centre programs as required.
- Undertake other relevant duties as directed by the Centre, which are consistent with the employee's skill, competence and training.

Key challenges

- The City of Canada Bay is a complex organisation undergoing structural and service delivery reform.

- Deal with sensitive, complex matters appropriately and confidentially.
- The projected significant growth in service demands will challenge and guide future organisational and service delivery strategies, practices and capability and capacity requirements.

Position/Department Structure



Key internal relationships

Who	Why
This position is a key point of communication within Council for the Department's area of responsibility.	<p>Identify and pursue opportunities for joint approaches and innovative efficient services and practices.</p> <p>Engage all Departmental stakeholders in managing programs and activities to ensure a consistent, fair and compliant approach.</p>

Key external relationships

Who	Why
This position is a key point of communication with external organisations.	<p>Foster and strengthen effective linkages with customers, including families and external stakeholders to enhance coordination of operational activities.</p> <p>Positively represent department/program as required.</p>

Key dimensions

Decision making	<p>This position develops plans and programs within their delegated authority. All work which is outside the role's delegations must be approved formally by the supervisor.</p> <p>The position makes decisions on practice in reviewing, developing and implementing program activities and initiatives.</p> <p>Matters that have a significant long-term effect on Council will be discussed with the supervisor and Manager.</p> <p>Expenditure that is outside budget require the approval of the Manager.</p>
Reports to	Sports Programs Team Leader – Gymnastics.
Direct reports	-
Financial Delegation	Per Delegations Register

Essential requirements

Qualifications & Experience

Minimum intermediate accreditation under the gymnastics Australia coaching framework.

Extensive experience in gymnastics coaching including supervisory experience

Experience in coaching gymnastics programs

Proven interpersonal skills, including personal organisation, composure under pressure, and experience working in a fast-paced environment

Excellent communication and customer service skills

Current Working With Children Check

Current First Aid & CPR certification

Gymnastics Australia Supervisor certificate

Desirable Knowledge, Skills and Experience






Multiple Gymsport coaching accreditations

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self Shows drive and motivation, an awareness of strengths and weaknesses, and is committed to learning	Adept
	Display Resilience and Adaptability Expresses own views, perseveres through challenges, and is flexible and willing to change	Intermediate
	Act with Integrity Is honest, ethical and professional, and prepared to speak up for what is right	Intermediate
	Demonstrate Accountability Takes responsibility for own actions, commits to safety, and acts in line with legislation and policy	Intermediate
	Communicate and Engage Communicates clearly and respectfully, listens, and encourages input from others	Adept
 Relationships	Community and Customer Focus Commits to delivering customer and community focused services in line with strategic objectives	Adept
	Work Collaboratively Is respectful, inclusive and a reliable team member, collaborates with others, and values diversity	Intermediate
	Influence and Negotiate Persuades and gains commitment from others, and resolves issues and conflicts	Intermediate
	Plan and Prioritise Plans and organises work in line with organisational goals, and adjusts to changing priorities	Intermediate
 Results	Think and Solve Problems Thinks, analyses and considers the broader context to develop practical solutions	Intermediate
	Create and Innovate Encourages and suggests new ideas and shows commitment to improving services and ways of working	Intermediate
	Deliver Results Achieves results through efficient use of resources and a commitment to quality outcomes	Intermediate
	Finance Is a responsible custodian of Council funds and applies processes in line with legislation and policy	Foundational
 Resources	Assets and Tools Uses, allocates and maintains work tools appropriately and manages community assets responsibly	Foundational
	Technology and Information Uses technology and information to maximise efficiency and effectiveness	Intermediate
	Procurement and Contracts Understands and applies procurement processes to ensure effective purchasing and contract performance	Foundational
	Manage and Develop People Engages and motivates staff, develops capability and potential in others	Intermediate
 Workforce Leadership	Inspire Direction and Purpose Communicates organisational goals, priorities and vision and recognises achievements	Intermediate
	Optimise Workforce Contribution Hires and deploys people effectively and applies sound workforce planning principles	Intermediate
	Lead and Manage Change Initiates, supports and champions change, assists others to accept and engage with change	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships Communicate & Engage	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Relationships Community and Customer Focus	Adept	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results Create and Innovate	Intermediate	<ul style="list-style-type: none"> • Researches developments and trends in the industry • Thinks about issues and opportunities from different viewpoints • Links together unrelated ideas or events to generate insights • Identifies improvements to work systems, processes and practices

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Manage and Develop People	Intermediate	<ul style="list-style-type: none">• Clearly communicates roles and responsibilities in the team• Discusses and sets clear performance goals and standards• Gives regular feedback with the aim of improving performance and helping others learn and develop• Recognises development needs of individuals and identifies suitable learning opportunities• Recognises ongoing performance issues and works towards resolving them

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SCHEDULE OF OPERATIONAL RESPONSIBILITIES

1. Work, Health & Safety Responsibilities

1.1. Worker

A worker's responsibilities include, but are not limited to:

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- 1.1.4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.
- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

1.2. Coordinator/Supervisor

In addition to the responsibilities of a worker, a Coordinator's/Supervisor's responsibilities also include, but are not limited to:

- 1.2.1. Providing advice to the Manager on WHS issues.
- 1.2.2. Organise prompt provision of first aid or medical attention for injured workers when required.
- 1.2.3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- 1.2.4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- 1.2.5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- 1.2.6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- 1.2.7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.

- 1.2.8. Consulting with workers and other stakeholders to ensure the Injury Management Program and Rehabilitation Program operate effectively.
- 1.2.9. Including safety training and equipment in budgets.
- 1.2.10. Ensuring the staff under your area of responsibility hold and maintain all tickets, licences, operative training etc required for their job by legislation or through the organisation's policy/procedures, and ensure a record of certification is maintained.
- 1.2.11. Ensuring all workers have attended relevant induction and essential safety courses.
- 1.2.12. Monitoring the use of Personal Protective Equipment (PPE) in accordance with Council's policies.
- 1.2.13. Undertaking workplace inspections in accordance with the City of Canada Bay's policies and corrective action taken if required.
- 1.2.14. Ensuring purchases comply with the City of Canada Bay's requisition procedures and purchasing policy.
- 1.2.15. Maintaining awareness of legislation which regulates activities you are responsible for.
- 1.2.16. Advising managers of any person who is not engaging or complying with safe work practices or the organisation's policies and procedures.
- 1.2.17. Ensuring hazards identified are investigated, assessed and remedial actions adopted to eliminate or control risks.
- 1.2.18. Ensuring all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.
- 1.2.19. Ensuring workers are supervised by a competent person.
- 1.2.20. Ensuring amenities are maintained in a safe and healthy condition at all times.

1.3. Manager

In addition to the responsibilities of a worker, this position is also responsible, as a Manager, for:

- 1.3.1. Advising the Executive of WHS issues.
- 1.3.2. Organise prompt provision of first aid or medical attention for injured workers when required.
- 1.3.3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- 1.3.4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- 1.3.5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- 1.3.6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- 1.3.7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.
- 1.3.8. Ensuring all workers attend appropriate induction courses/programs and that all such training is fully documented.
- 1.3.9. The inclusion of health and safety requirements, including safety training and equipment in budgets.
- 1.3.10. Performing the required workplace inspections and audits as per the City of Canada Bay's policies, and ensuring required remedial action is completed and recorded.
- 1.3.11. Ensuring that all equipment purchased meets the City of Canada Bay's WHS requirements and is maintained and inspected in accordance with designers, manufacturers and suppliers, recommendations or Council's policies and procedures.
- 1.3.12. Performing on the job inspections to ensure compliance with working procedures for safe working practices.

- 1.3.13. Ensuring all Job Plans and Position Specifications include responsibilities under the City of Canada Bay's WHS policy.
- 1.3.14. Ensuring safe work method statements are developed and implemented in consultation with relevant personnel for tasks that are identified as high risk tasks.
- 1.3.15. Effective procedures are in place, and are implemented, to identify hazards.
- 1.3.16. All required work activities have a corresponding Safe Work Method Statement (SWMS) which are provided to workers and PCBU's undertaking the work activity.
- 1.3.17. Programs are in place for issue, use and maintenance of Personal Protective Equipment (PPE).
- 1.3.18. Appropriate amenities are available for all workers and PCBU's whilst they are in the workplace.
- 1.3.19. That documents used in relation to the WHS Risk Management System are retained in a secure environment.

2. Workplace Behaviour Standards and Expectations

2.1. Employees' Responsibilities

- 2.1.1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy employees are responsible for:
- 2.1.2. Embracing diversity and supporting inclusive workplaces
- 2.1.3. Recognising different styles and perspectives
- 2.1.4. Contributing to open communication and information sharing
- 2.1.5. Taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

In addition to the responsibilities of an employee, this position is also responsible, as a Manager, for:

2.2. Managers' Responsibilities

- 2.2.1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy managers are responsible for: promoting open communication, sharing information
- 2.2.2. Not diminishing or seeking to excuse reported instances of harassment or bullying
- 2.2.3. Providing constructive, regular, reasonable performance guidance
- 2.2.4. Embracing diversity and supporting an inclusive workplace
- 2.2.5. Recognising and appreciating different working styles and perspectives
- 2.2.6. Allocating duties fairly, setting clear expectations and realistic deadlines
- 2.2.7. Monitoring potential for and acting promptly on, bullying or harassing behaviour

2.3. Child Safe Organisation

- The City of Canada Bay is a Child Safe Organisation that recognises and advocates for the rights of Children and Young People. We aim to reduce the likelihood of harm to children, to increase the likelihood of identifying and reporting harm and respond appropriately to disclosures, allegations or suspicions of harm.

3. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

4. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

5. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

or

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

7. Delegations

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

8. Organisation Values

Value	Value Statements
We act with integrity	We are accountable to ourselves and our community. We are honest, fair and ethical in all we do. We are clear and transparent in our actions. We do what we say we will.
We empower our people	We invest in our people and build leaders. We encourage our people to be decision makers and to take action. We take ownership of our actions. We are approachable and lead by example.
We are respectful	We listen to each other with an open mind. We build relationships on mutual respect. We are open, honest and constructive in our communication. We are inclusive and embrace diversity. We will respond to our community in a timely and responsible manner.
We work together	We care about each other and about our community. We are committed to building and maintaining a safe environment for our people. We support our people to perform at their best and celebrate achievements. We collaborate to get the best out of each other. We work with our community to build a better future.
We innovate	We encourage and value ideas that will improve services for our community. We are creative problem solvers and are committed to creative thinking. We will be better tomorrow than we are today, building on past success. We continuously improve and challenge ourselves to deliver better outcomes.

9. Acknowledgement

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: _____ Date: _____
Appointed employee

Initialled: _____ Date: _____
Supervisor/Manager

Initialled: _____ Date: _____
Director