**Position Description**

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| **Position title:** | **Sports and Recreation Project Support Officer** |
| **Work location:** | Works Depot, Waratah |
| **Directorate:** | Creative & Community Services |
| **Reports to:** | Sports and Recreation Manager |
| **Direct reports:** | Nil |
| **Salary Point:** | SP10 |
| **Decision making:** | Level 6 Management Hierarchy |
| **Date revised:** | September 2023 |

**Council Overview**

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Community & Recreation Service Unit is part of Creative & Community Services Directorate and this role reports to the Sports and Recreation Manager.

**What’s it like working at the City of Newcastle?**

We are focused on making a difference in our community and achieving our vision of***creating a liveable, sustainable, inclusive global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation’s values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What’s the focus of this position?**

You will work alongside team members in the Sport and Recreation team and provide support in particular to the Project Planning and Recreation Planning teams through the management of project records and processes and responding to customer requests. You may be required to draft project management documentation in accordance with your skills and experience and be involved in the provision of accurate, timely and confidential support to the team, including project document control.

**What you will be doing:**

* Assist with the preparation of key business documents including attendance and minute taking for any meetings.
* Develop templates and assist team members in the preparation of project documents including Project Charters, Project Plans, Project Status reports and closure reports, and community consultation documentation.
* Assure document quality to include completeness, accuracy and compliance with established procedures.
* Manage the electronic distribution of controlled documents and document control registers / documents both incoming and outgoing for projects.
* Provide support in project procurement and support procurement practices to ensure the Sport and Recreation Team's adhere to CN standards.
* Assist in the management and response to Customer requests
* Support ancillary projects as required.
* Work closely with the Community & Recreation Operations Officer to ensure the delivery of end to end document management including identification and implementation of business improvements.
* Contribute within a team environment that encourages safety, innovation, and continuous improvement.
* Establish and maintain productive working relationships with relevant stakeholders.
* Carry out work in a manner that meets the expectations of CN’s CREW ideals of Cooperation, Respect, Excellence and Wellbeing.
* Any other accountabilities or duties as directed by the Manager which are within the employee’s skill, competence, and training.

**The essentials you’ll need:**

* Certificate III in Business Administration (or equivalent qualification), and / or extensive administrative experience in a Planning or Project Management environment.
* Advanced computer skills using Microsoft office suite.
* Extensive experience creating and controlling the distribution of templates and documents.
* Experience in assisting with project documentation including project charters, project plans, project status and closure reports, and consultation documentation.
* Demonstrated ability to prioritise multiple tasks and meet deadlines on a daily basis, as well as a willingness to prioritise immediately urgent tasks and apply a high level of contingency skills.
* Knowledge of finance recording and invoicing procedures.
* Developed interpersonal, negotiation and problem-solving skills.
* Demonstrated ability to work as a member of a team, and to contribute to team effectiveness and development.
* Demonstrated ability to assist with community consultation processes.

**Other valuable skills you may have:**

* Experience and knowledge of local government policies, procedures, operations and systems.
* Experience and knowledge of project delivery phases, from inception to completion.
* Working knowledge of tendering regulations of the Local Government Act (1993).
* C Class Driver’s Licence.

**We’ll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

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| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |