

## POSITION DETAILS

<b>Position Title:</b>	Active Recreation Officer	<b>Position Grade</b>	7
<b>Dept/Directorate:</b>	Parks / City Works	<b>Position Status / Hours per Week:</b>	Full Time / 35 hours

## PRIMARY PURPOSE OF THE POSITION

The Active Recreation Officer will be responsible for the development and delivery of programs in the City of Ryde which increase community use of parks and Council's Open Space facilities. The position will facilitate use of Council's parks for recreation events, activities and programs that encourage an active lifestyle for the local community. It will also implement initiatives that measure park use and undertake surveys of the park users to inform decisions and improve Council's Parks services.

The Active Recreation Officer will also source appropriate external funding opportunities to assist in the delivery of programs. It will also manage Council's annual Garden Competition. The position will work collaboratively with other departments within the organisation to enhance the delivery of Council programs conducted in parks across the City.

## SELECTION CRITERIA

### Qualifications/Education

- Current NSW Drivers' Licence
- Current Working With Children Check
- Current First Aid Certificate

### Experience/ Specific Skills

- Experience managing customer expectations and relationships
- Demonstrated ability to develop and deliver recreation programs to meet the changing needs of the community
- Demonstrated experience in events coordination
- Administration/office support experience with intermediate computer skills

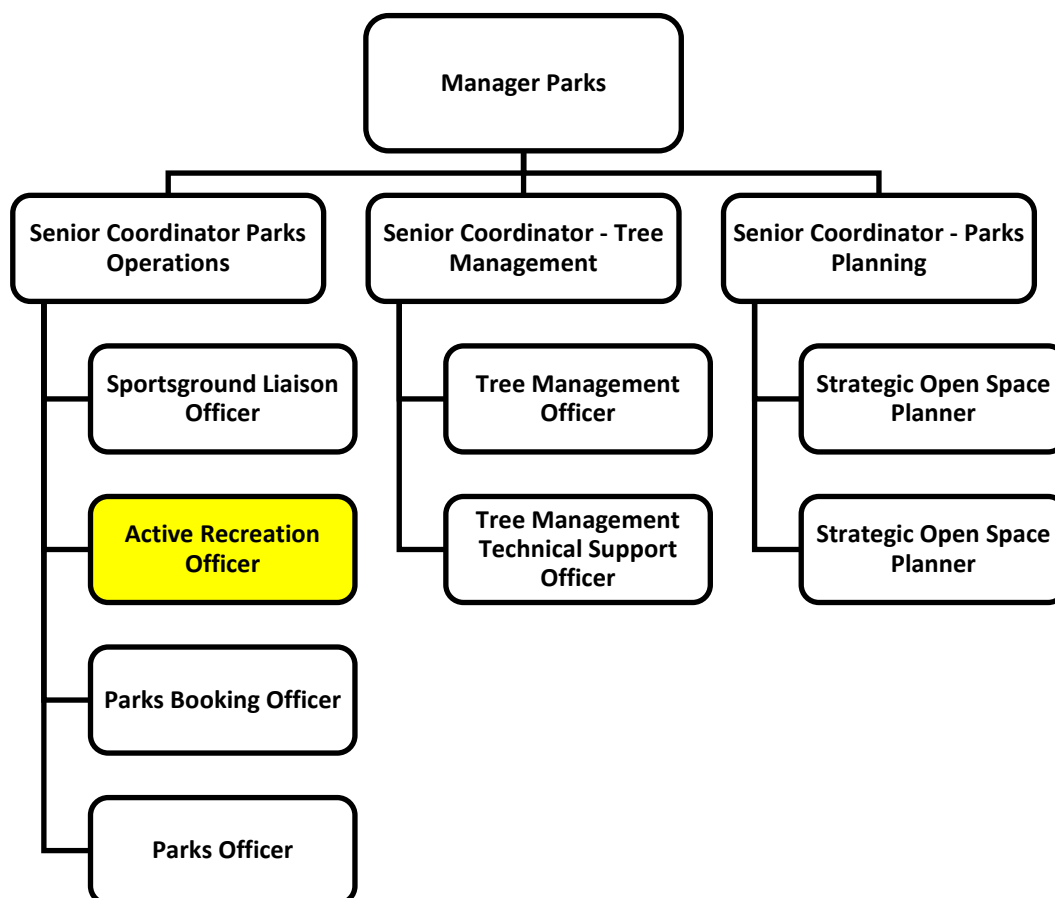
### Personal Attributes

- Ability to work effectively both independently and within a team environment
- Excellent written and verbal communication skills

### Desirable Qualifications, Experience and/or Skills

- Tertiary qualifications in recreation, events or equivalent
- An understanding of the Local Government Act and other relevant legislation and council policies and strategic direction
- Experience in customer contact and engagement processes
- An understanding of the role that local government plays in managing open space and the use of these areas by stakeholders and the general public
- Bilingual language skills

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES – Contributes To

### Sports & Leisure Sector Development

- The administration and management of recreation programs in Open Space areas
- Organise events and activities that promote recreation opportunities to City of Ryde residents
- Complete applications for relevant grant programs seeking additional funds to enhance recreation programs
- Assembly of quantified community needs and expectations data on parks and playing fields
- Effective use of judgement to escalate matters to the supervisor when required

## CORPORATE ACCOUNTABILITIES

- 1 To comply with legislative requirements
- 2 To adhere to Council plans, policies, procedures and Code of Conduct
- 3 To understand, adhere and promote all WHS policies and procedures
- 4 To understand, adhere and promote Council's EEO policies and procedures.
- 5 To understand and respond to the needs of our customers in accordance with the Customer Service Charter
- 6 To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your work plan
- 7 To actively document all policies, procedures, projects and activities (as required)
- 8 To actively share information and knowledge on issues, training and better practice to relevant staff
- 9 To identify and initiate improvements of business systems to maximise service delivery
- 10 To identify and initiate improvements of processes to maximise service delivery
- 11 To deliver all project deliverables through PM\_CoR methodology
- 12 To identify and minimise exposure to risk
- 13 To be involved in or provide feedback on corporate initiatives
- 14 To positively and proactively work with others across the organisation to deliver the outcomes
- 15 To model Council's values
- 16 To create and contribute to a positive work environment within my team, my Unit and the workplace.
- 17 To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements
- 18 To use, store and manage digital and hard copy information in accordance with Council's policy and procedures

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions where appropriate. You are also responsible for the following:

### **Work Health and Safety**

- follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- participate in development of safe work methods and risk assessments with your Supervisor when required;
- actively participate in WHS inductions and training when required;
- wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- participate in workplace inspections if required;
- take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- participate in emergency preparedness training, including any required knowledge for business continuity plans
- report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### **Certificates of Competency / Licences**

- where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### **Injury Management**

- report all injuries/illnesses to your Supervisor immediately;
- if injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### **Risk Management**

- report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

Employee's Name	
Employee's Signature:	
Date:	