



INFORMATION PACKAGE

POSITION VACANT

AQUATIC AND ARTS CONTRACT COORDINATOR FIXED TERM UNTIL JUNE 2024

REF NO: ESC449

CLOSING DATE: 4.30PM WEDNESDAY 9 JUNE 2021

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MORUYA NSW 2537

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Nathan Farnell on (02) 4474 1314.



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Aquatic and Arts Contract Coordinator


Position Code	TAACC
Division	Recreation Services
Location	Council's Main Administrative Building, Moruya
Band/Level	Professional/Specialist Band 3 Level 3

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Coordinate the ongoing performance of the Batemans Bay Regional Aquatic Arts and Leisure Centre, Narooma Swimming Centre and Moruya War Memorial Pool contract/s, ensuring the community receives quality service and best value for money.

Main duties and key result areas (KRA)

1. Develop and implement policies, procedures and systems that support contract management functions, ensuring they are current and respond to legislation and contract requirements.

KRA: Contract management procedures and policies are clear and usable

2. Support the contractor and provide oversight in the development of the required strategic business plans, budgets and programs to meet contract requirements and key performance indicators.

KRA: Providing regular support and advice on contract performance

3. Identify any gaps, potential areas of risk for Council, and in collaboration with the contractor and relevant stakeholders, develop strategies to address gaps and risks identified.

KRA: Gaps and risks are identified, and strategies developed to mitigate risks.

4. Assist the contractor and the relevant project officers in the establishment of the management contract for the Batemans Bay Regional Aquatic Arts and Leisure Centre.

KRA: Provide clear understanding of provision and responsibility for fittings, fixtures and equipment of the Batemans Bay Regional Aquatic Arts and Leisure Centre

5. Prepare project update reports for distribution to stakeholders, including the Divisional Manager Recreation Services, Director of Community Arts & Recreation Services and the Executive Leadership Team, and maintain project records.

KRA: Project update reports are prepared in timely fashion and contain required information.

6. Regularly meeting and day-to-day liaison with contractors to achieve best management practices and performance, principally relating to the management of the Batemans Bay Regional Aquatic Arts and Leisure Centre, Narooma Swimming Centre and Moruya War Memorial Pool.

KRA: Meeting with contractors regularly and providing timely and detailed performance reports

7. Liaise with internal and external stakeholders in relation to the successful management of the Batemans Bay Regional Aquatic Arts and Leisure Centre, Narooma Swimming Centre and Moruya War Memorial Pool.

KRA: Establishing strong rapport with contractor/s and key internal and external stakeholders

8. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
9. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Tertiary qualifications in business management, recreation management or project management or significant related experience
2. Experience in contract administration and negotiation
3. Demonstrated skills in conflict resolution and problem-solving
4. Proficiency in using Microsoft Project, Word, Power Point and Excel
5. Demonstrated knowledge of legislation, guidelines and policy surrounding Local Government procurement
6. High level of interpersonal and communication skills
7. Willingness and ability to follow EEO and diversity principles and practices.
8. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Experience in a Local Government environment
2. Demonstrated knowledge of contract management models

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. Current driver's licence

A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: Nathan Farnell – Divisional Manager, Recreation Services
DATE: May 2021

CONDITIONS OF EMPLOYMENT

Position Title:	Aquatic and Arts Contract Coordinator (Fixed Term)
Reference Number:	ESC449
Grading:	Grade 17 of Council's salary system
Salary Range:	<p>In the range of \$93,354.21 to \$99,879.78 gross per annum comprised of:</p> <ul style="list-style-type: none"> * \$85,254.99 to \$91,214.41 base salary, * \$8,099.22 to \$8,665.37 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	<p>Full-time, 35 hours per week. Office hours are:</p> <p>8.30am to 4.30pm Monday – Friday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>



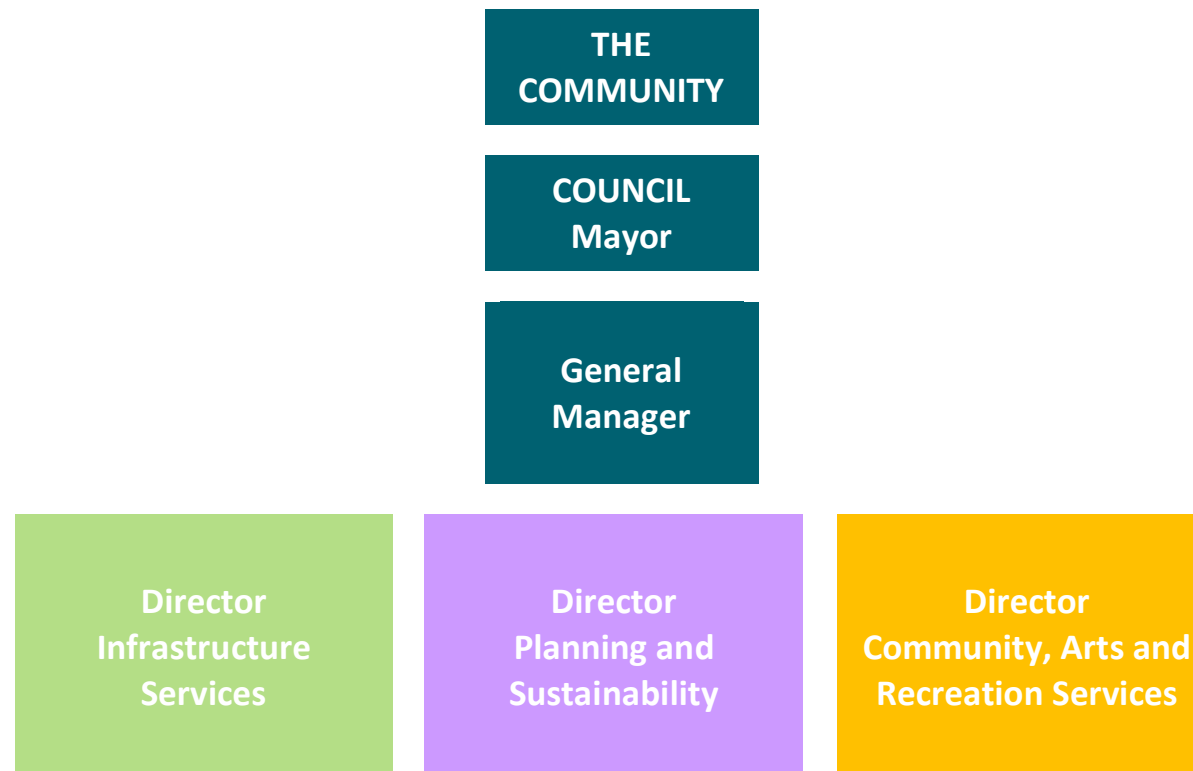
Location: Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.

Leave Entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

