

Senior Recreation Project Officer

Reports to	Coordinator Recreation	Key Relationships	Recreation Coordinator and team Managers, Coordinators and other teams Sport and Recreation associations/leagues, clubs, providers and groups North East Link officers
Classification	Band 7 (Fixed Term)		
Position number	552223		

What will you do?

Service Delivery

- Establish and identify plans for the development and delivery of major recreation projects relevant to the North East Link project to provide physical activity and participation opportunities to the community.
- Provide strategic direction for the preparation of sport and recreation facility plans and policies as they relate to the North East Link project.
- Undertake general recreation projects to support business plans.
- Liaise, consult with and provide support and expertise to community recreation organisations.

Systems and process

- Undertake and work within the unit's project management frameworks.
- Design and implement work systems and practices that are responsive, flexible and financially sustainable.
- Source, collect, analyse and provide information and advice relating to community sport and recreation facilities and activities as they relate to the North East Link project.
- Lead projects and activities in an integrated way to support organisation-wide performance.

People

- Collaborate with key internal and external stakeholders to ensure that projects achieve multiple and mutually beneficial outcomes.
- Develop and build strong foundations and partnerships critical to Manningham's success.
- Share knowledge and expertise with others.

Who are you?

- Tertiary qualified in leisure, recreation or other relevant field.
- Have relevant experience in leading sport, recreation and leisure planning projects.
- An experienced planner/project manager who utilises your technical experience to develop long-term plans and projects to set the organisation up for success and deliver high quality outcomes that meet the needs of a diverse and changing community.
- A strategic thinker who has the ability to be creative and use innovative solutions to respond to the community's sport, recreation and leisure needs.
- Have a high level of experience in project management and delivery, particularly in green field sites.
- Flexible to respond to changing priorities and able to complete tasks within tight timeframes.
- A problem solver, able to resolve service delivery issues to meet the needs of internal and external stakeholders.
- A negotiator, able to influence outcomes to achieve organisational objectives.
- Knowledgeable in government and local government organisations.

What do we expect?

- Model and lead our values.
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.
- Be flexible and responsive and prepared to step up in times of need.

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What are your key responsibilities?

Service delivery	<ul style="list-style-type: none"> • Develop strategies and plans to guide the provision of facilities as they relate to the North East Link project and to increase the levels of physical activity and participation by Manningham residents. • Develop and monitor project budgets. • Develop and deliver facility planning projects as they relate to the North East Link project with an aim to increase physical activity and participation. • Procure and/or supervise consultants or contractors. • Provide reporting to internal and external stakeholders. • Participate in internal and external working groups and represent Council on committees as required. • Monitor budgets as they relate to the North East Link project. • Deliver the objectives of the service unit business plans as they relate to this role. • Engage in collaborative and effective relationships that assist in delivery of projects. • Advocate for projects on behalf of Manningham Council and the community.
Systems and process	<ul style="list-style-type: none"> • Develop and implement work systems, practices and processes that support responsive and flexible customer service and are financially responsible. • Maintain and implement safe work practices that comply with relevant regulations and legislation. • Implement robust and accountable information management practices. • Participate in internal and external audits and implement audit actions.
People	<ul style="list-style-type: none"> • Participate in activities that promote development for yourself and your team. • Work together to identify and implement ways to improve and implement processes to achieve service unit goals. • Share experience and technical knowledge and information with others.

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What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> Accountable for development and implementation of the strategy and provision of service that supports the service unit, directorate, Council and the community. Authority to make decisions and recommendations and give advice to Council, staff, public authorities and the community on strategic recreation planning, policy and issues. Accountable for compliance with relevant legislation, regulations and Council policies.
Judgement and decision making	<ul style="list-style-type: none"> Ability to make decisions in relation to the application of service delivery for recreation as it relates to the North East Link project. Sound analytical skills, including the ability to develop innovative solutions to problems through research, creative thinking, discussion, negotiation and teamwork. Analytic and investigative skills to enable formulation of policy options. Ability to provide expert specialist advice to Council, management and staff in relation to recreation planning and facility construction projects.
Specialist knowledge and skills	<ul style="list-style-type: none"> Well-developed understanding of the principles and practices of effective and efficient recreational service provision and planning. Well-developed knowledge of relevant regulations and legislation to ensure compliance in practice. Project management skills. Knowledge of budgeting techniques to develop and monitor project budgets. Understanding of the long-term goals of City Services and Manningham Council and how they relate to unit performance.
Management skills	<ul style="list-style-type: none"> Ability to work at both a strategic and operational level. Demonstrated ability to complete tasks within tight timeframes and the flexibility to respond to changing priorities, despite conflicting pressures. Ability to supervise consultants or contractors.
Interpersonal skills	<ul style="list-style-type: none"> Ability to gain cooperation of stakeholders including the community, employees and external contractors in the delivery of the project. Well-developed negotiation skills and the ability to influence outcomes to achieve organisational objectives. Ability to build and maintain strong stakeholder partnerships and relationships. Excellent oral and written communication skills. Ability to prepare complex reports for Executive Management team and Councillors. Advocacy skills with the ability to effectively liaise in complex public situations.
Qualifications and experience	<ul style="list-style-type: none"> A tertiary qualification relevant to the recreation, leisure or other related field. Significant relevant experience in a similar role delivering sport, recreation and leisure planning that meets the needs of the community. Experience in contracting and supervision of consultants or contractors. Demonstrated project management and project delivery skills, particularly in green field sites. Excellent written and verbal communication skills, and demonstrated ability to prepare concise and accurate reports.