

Recreation Liaison Officer

Reports to	Coordinator Recreation	Key Relationships	Recreation Co-ordinator and team Managers, Co-ordinators and other teams Sport and Recreation associations/leagues, clubs, providers and groups
Classification	Band 6		
Position number	552002		
What will you do?		Who are you?	
Service Delivery <ul style="list-style-type: none">Manage the use of Council's outdoor sport and recreation facilities to ensure optimal utilisation and maximise participation.Engage with users of Council's outdoor sport and recreation facilities to respond to requests and community needs.Undertake minor projects as they relate to outdoor sport and recreation facilities.Work in conjunction with the Recreation Participation Officer to maximise Council's sport and recreation offering to the community.		<ul style="list-style-type: none">Tertiary qualified in leisure, sport/recreation or other relevant field or extensive experience managing Council facilities in a similar role.Demonstrated experience working in or with the community, local sporting clubs and voluntary organisations and a thorough understanding of the operations of local sporting clubs.Demonstrated experience in the management of facilities and a thorough understanding of the relationship between Council and facility users.Demonstrated experience in the implementation of policy and procedures.A strong customer focussed collaborator, able to build strong relationships and influence others to achieve community outcomes.Flexible to respond to changing priorities and able to complete tasks within tight timeframes.Knowledgeable in local government and sporting structures.	
Systems and process <ul style="list-style-type: none">Implement policies and procedures as they relate to the usage and management of Council's outdoor sport and recreation facilities.Investigate, report and advise on Council's outdoor sport and recreation facilities.Be responsive and flexible in way of working to meet the community's needs.Participate in projects and activities in an integrated way to support cross collaboration in the organisation.		What do we expect? <ul style="list-style-type: none">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.	
Community Engagement <ul style="list-style-type: none">Bring the customer charter to life in all facets of community engagement.Actively engage and collaborate with national sporting organisations, state sporting associations and sporting clubs.Build and maintain internal and external relationships, critical to success.			

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What are your key responsibilities?

Service delivery	<ul style="list-style-type: none"> • Work in partnership with all areas of Council to provide quality facilities clubs and the community with a focus on both structured and unstructured sport and recreation activities. • Build and maintain strong relationships with all affiliates and users of outdoor sport and recreation facilities. • Implement and monitor Council policies and procedures as they relate to the management and usage of outdoor sport and recreation facilities and manage the lease agreement process. • Respond to community requests, issues and feedback as the key Council contact for outdoor sport and recreation facilities. • Manage the seasonal allocation of outdoor sport and recreation facilities prior to fixtures and programs being finalised (including finals). • Manage the casual use of outdoor sport and recreation facilities. • Develop and implement usage arrangements for new or re-developed outdoor sport and recreation facilities. • Undertake regular inspections of Council's outdoor sport and recreation facilities to ensure they are being maintained, to identify risks and utilised according to Council policy. • Undertake and manage the identification, evaluation and implementation of solutions for risk management issues. • Ensure that community access to public reserve areas are maintained and balanced with commercial requests. • Support the delivery of training opportunities to enhance the capacity of volunteers in sport and recreation organisations to ensure clubs are sustainable and are providing quality participation opportunities that are inclusive to the whole community. • Undertake minor projects as they relate to outdoor sport and recreation facilities. • Assist with the development and monitoring of less complex program budgets.
Systems and process	<ul style="list-style-type: none"> • Prepare information for Council's website as it relates to outdoor sporting facilities and users. • Provide input into policy development. • Implement relevant and appropriate information management practices. • Participate in internal and external reference groups as required.
People	<ul style="list-style-type: none"> • Engage with key community stakeholder groups to manage outdoor sport and recreation facilities to ensure maximum usage. • Participate and complete the annual performance development process. • Be an active member of the Recreation team and participate in Unit wide initiatives. • Share knowledge with others.

What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> • Responsible for decisions, recommendations and reports that are provided to Manningham Council and external authorities in relation to the usage of Council's outdoor sport and recreation facilities.
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	<ul style="list-style-type: none"> Responsible for decisions, recommendations and reports that are provided to Manningham Council and external authorities within area of expertise. Accountable for ensuring Council's outdoor sport and recreation facilities are managed within policies, procedures and budgets. Accountable for the development of strong relationships with key stakeholders.
Judgement and decision making	<ul style="list-style-type: none"> Ability to make decisions and problem solve, based upon knowledge of the sports and recreation industry, relevant experience and skills. Decisions are made in line with the Service Unit Plan, service specifications, and in accordance with Council policies and guidelines. Ability to assess information, and make recommendations to management relevant to sport, recreation/facility usage. Guidance and advice is usually available from within the organisation.
Specialist knowledge and skills	<ul style="list-style-type: none"> Detailed knowledge of community development processes, and sport and recreation club operations/ facility usage. Sound knowledge of the Australian sport and recreation industry and its structure. Skills and knowledge in the development and writing of funding applications and related correspondence. Understanding the principles of project management, continuous improvement and a quality based approach to service development and delivery. Knowledge of program/project budgets. Understanding of the long term goals of City Services and Manningham Council. An understanding of the role local government plays in the sport and recreation industry and community.
Management skills	<ul style="list-style-type: none"> Ability to manage own time and that of others and prioritise workload to meet defined deadlines. Knowledge of occupational health and safety and people management practices to supervise external contractors. Coaching and mentoring skills enabling the transfer of knowledge and skills in field of speciality. Demonstrated ability to complete tasks within tight timeframes and the flexibility to respond to changing priorities.
Interpersonal skills	<ul style="list-style-type: none"> Ability to gain cooperation of stakeholders including members of the public in administering the project. Well-developed liaison skills and the ability to influence outcomes to achieve organisational objectives. Ability to build strong stakeholder partnerships and relationships. Excellent oral and written communication skills including the ability to prepare concise and accurate reports. Ability to work effectively as a member of a diverse and dynamic team, and contribute to an innovative and positive working environment.
Qualifications and experience	<ul style="list-style-type: none"> Tertiary qualified in leisure, sport/recreation or other relevant field or extensive experience managing Council facilities in a similar role. Experience in a facility management role or similar. Experience in working with local sporting clubs and a thorough understanding of their operations. Extensive experience in key stakeholder management