



### Position Details

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Title:	Recreation and Youth Development Officer
Classification:	Band 6 Fixed Term - 3 Years
Position Number:	132.3
Business Unit:	Community and Leisure Services
Reports to:	Coordinator Recreation Services
Liaise with:	Community Relations

### Position Objectives

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- To support our community to be a vibrant, growing community that is healthy inclusive and connected by increasing opportunities for engagement and participation in sports and active recreation, particularly with a youth focus;
- To support, identify and participate in partnerships between Council, key service providers, local communities and others to increase participation in physical activity and wellbeing through sport and active recreation;
- To assist sporting groups and active recreation community groups to be welcoming, sustainable and inclusive to all community members regardless of ability, age and gender;
- To support and facilitate the respectful engagement of young people to contribute to strategic planning and decision making on matters that help shape our community and services that are provided within our community;
- To help young people identify, voice and share with Council and the community issues that effect and are of concern to young people;
- To facilitate our young people to lead and develop actions and solutions to improve the health and wellbeing of young people living, working, learning or visiting in the Southern Grampians Shire.

### Key Responsibilities

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#### Youth Development

- Facilitate a sustainable and effective model of participation and engagement of young people representative of diverse backgrounds, taking into consideration their socio-economic status, ethnicity, gender, sexuality and all abilities;

- Ensure young people are consulted, engaged and have opportunities to contribute on the development of Council's strategic plans, policy, projects and services, in particular the Council Plan and Municipal Public Health and Wellbeing Plan including planning and designing for young people programs, activities and events provided by Council and Key Partners;
- Develop awareness and capacity of existing Council Business Units to consider how their services and activities can be inclusive of young people;
- Support young people to develop projects and programs which build on young people's resilience and advocacy and celebrate young people's contributions and achievements;
- Develop relationships and work with key partners who work with youth and for youth to assist in engagement, program/service development, partnership opportunities and advocacy on youth identified priorities;
- Represent Council and represent Southern Grampian's young people's views and priorities in a positive and proactive way in meetings with Government Departments, stakeholders and neighbouring Council partners;
- Identify and pursue external funding opportunities, in consultation with Manager Community Services and Manager Community Relations for projects that support youth engagement or events and activities.

#### Recreation Development

- Assist with the implementation of Council's Recreation and Leisure Strategic Plan, and other relevant strategic plans that aim to improve health and wellbeing of our community;
- Work collaboratively with Council's Business Units, key strategic partners, stakeholders, health agencies and Government Departments to ensure health and wellbeing priorities and outcomes are maximised for our community;
- Work with local sporting clubs and active recreation community groups to help them strengthen their member base, participation rates and overall functionality;
- Assist clubs and community groups to implement programs and initiatives that help to achieve Council's focus areas as identified in the Council Plan, Municipal Health and Wellbeing Plan as well as State and Federal funded programs;
- Liaise with sporting clubs and active recreation community groups on facility and recreation reserve needs to support the successful development and implementation of management contracts, management agreements, leases and licences and other agreements;
- Liaise with sporting clubs and active recreation community groups to plan seasonal facility and recreation reserve use, and communicate internally to relevant Council departments to coordinate maintenance and other works;

- Partner with other departments to ensure collaborative solutions and processes are in place to manage Council owned community facilities with sport and active recreation user groups;
- Facilitate meetings with sport and active recreation facility users as required to assist to negotiate, troubleshoot and resolve any issues in accordance with adopted Council Policy and Framework;
- Facilitate discussions to develop partnerships between clubs and other stakeholders;
- Promote effective working relationships between Council, residents, clubs, active recreation community groups and other key stakeholders;
- Gather relevant data from clubs and active recreation groups to inform recreation planning;
- Identify and support community-led sport and active recreation initiatives and programs;
- Develop and support key sport and active recreation community partnerships and facilitate collaborative opportunities with key stakeholders in the sport and active recreation sector;
- Represent Council's strategic sport, recreation and active living interests in public forums including meetings with Government representatives, regional partners, and property developers, sporting clubs, community groups and residents as required;
- Liaise with Sport and Recreation Victoria to coordinate existing projects & future funding in consultation with the Coordinator Recreation.

#### Other Duties

- Assist in the preparation of Council reports, briefing papers, and business cases and update databases as required;
- Undertake budget monitoring and assist the Coordinator Recreation Services with the management of the Recreation budget and other relevant project budgets;
- Collation and reporting of Local Government Performance Reporting Framework data as required;
- Other duties as required.

#### Extent of Authority

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- This position is directly accountable to the Coordinator Recreation Services for the performance of duties and responsibilities of the position;
- The position is to work collaboratively and in partnership with Council's Community Relations Unit;
- Responsible for the efficient and effective performance of all duties and key responsibility areas;
- Freedom to act is set by clear objectives, policies and procedures, and regular supervision;
- Required to adhere to Council policies, professional standards, and legislative requirements with the effect of decisions being limited by the specific nature of the duties performed;

- A degree of personal judgement is required in determining day-to-day priorities and methods;
- Provide input into the Department's policies and procedures;
- Commit to and adhere with Council's Child Safe Requirements.

### **Judgement and Decision Making**

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- Work may involve improving and/or developing methods and techniques generally based on previous experience, with guidance and advice usually available within the time to make a choice;
- The work may involve problem solving, using procedures and guidelines and the application of professional or technical knowledge, acquired through relevant experience.

### **Specialist Skills and Knowledge**

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- Understanding of relevant policies and legislation and their application within the organisation;
- Knowledge and experience in working within the recreation and youth field;
- Understanding of community development with a particular focus on health and wellbeing;
- Understanding and experience in engagement and consultative skills, as well as project/program/plan development;
- Problem solving, mediation and conflict management skills;
- Communicating to customers, community and volunteers with sensitivity, care and assertiveness where necessary;
- Understanding of inclusion and accessibility issues;
- Familiarity with policy development;
- Familiarity with budgeting processes and principles.

### **Management Skills**

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- Work with minimum supervision;
- Assess the urgency and needs of competing requests and prioritise own workload accordingly;
- Co-ordinate own work with others to achieve outcomes in a way that satisfies the timing and quality needs of all parties;
- Plan and manage time effectively and manage multiple issues simultaneously;
- Will comply with systems and policies to ensure a safe work environment by:
  - Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act;
  - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare;
  - Contribute to OHS consultation processes;
  - Prompt reporting of hazards and incidents.

## Inter-personal skills

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- Well-developed verbal and written communication skills;
- Ability to display a patient, courteous and tactful manner at all times, both when dealing with members of the public, and Council staff;
- Ability to gain cooperation, liaise, and foster and maintain positive relationships with internal and external stakeholders;
- Ability to actively participate in team meetings and work effectively in a team environment;
- Ability to work both independently and in a collaborative manner;
- Ability to be discrete with confidential information.

## Qualifications and Experience

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- A degree or diploma with experience in sport, recreational, leisure or youth field, or a lesser qualification with significant experience;
- Experience in general administration duties, including computer applications;
- Current Driver's Licence.

## Compliance with Legislation and Policies

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Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
  - Southern Grampians Shire Council Staff Code of Conduct;
  - Privacy and Data Protection Act 2014 (Vic);
  - Equal Opportunity Act 2010 (Vic);
  - Occupational Health and Safety Act 2004 (Vic);
  - Government/Industry Codes of Conduct;
  - The Southern Grampians Shire Council Enterprise Agreement;
  - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
  - Responsible for ensuring the security of Council's assets under the Officer's control;
  - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

## Key Selection Criteria

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The employee will demonstrate the following:

- Demonstrated excellence in stakeholder management through experience in proactively building constructive relationships, consultation and liaison with groups, organisations, key stakeholders and Government Departments;
- Demonstrated experience in implementing projects and/or programs to meet the needs of the community including but not limited to young people, sporting clubs and active recreation community groups;
- Demonstrated excellent verbal and written communication skills, including report writing and submission writing;
- Proven ability to apply problem solving skills and understanding of issues relevant to the position;
- Demonstrated experience influencing and successfully working in cross organisational contexts and an ability to build positive and productive working relationships;
- Experience and knowledge of youth participation and development;
- A degree or diploma with experience in sport, recreational, leisure or youth field or a lesser qualification with significant experience is essential;
- Victorian Drivers Licence;
- Experience in Local Government or similar role – this is desirable but not essential;
- Current Working with Children Check.

## Agreement

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Employee: \_\_\_\_\_

SGSC: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_