



MANAGER SPORT AND LEISURE SERVICES

POSITION PROFILE

Division	Shire Services	Status	Permanent Full-Time
Unit	Sport and Leisure	Salary Grade	Package
Reports to	Director Shire Services	Reviewed	December 2021

POSITION PURPOSE

Council's Manager Sport and Leisure delivers leadership across sports and leisure (including the management of leisure facilities) which respond to the current and future needs of the community.

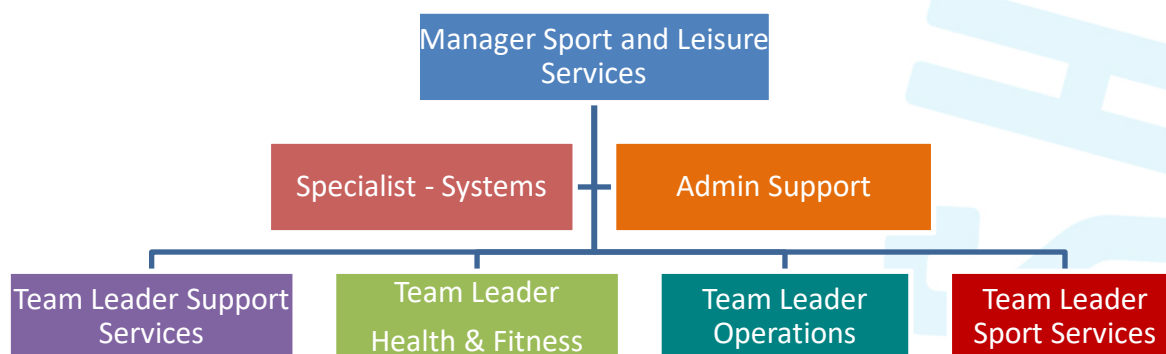
The Manager Sport & Leisure will explore and promote sport and leisure opportunities to the wider Sutherland Shire Community through the provision of leisure centre-based facilities and services that are strategically aligned with Council's Community Strategic Plan.

The Manager Sport and Leisure will promote sport and leisure centre-based services that enable the Sutherland Shire community to have active lives as set out in councils Delivery Program and Operational plans and, to be a leading Local Government Area in NSW known for our high standards and delivery of sport and leisure services.

ORGANISATIONAL STRUCTURE

The Sport and Leisure unit has the following functional areas:

- Sport Services – Sport Strategy, field allocations, sporting community partnerships and engagement, informing future sport facilities and improvements.
- Leisure Centres – Leisure Strategy, facilities management, operation of five (5) facilities including Sutherland Leisure Centre, Caringbah Leisure Centre, Engadine Leisure Centre, Como Pool and Menai Indoor Sports Centre.



POSITION OUTCOMES AND ACCOUNTABILITIES

To lead and manage a diverse team in the effective delivery of high-quality sport and leisure services, programs and resources to meet the current and future needs of the community by:

- Develop and implement a strategic framework for the Sport and Leisure portfolio that will be used to promote, inform and optimise the hire, allocation and use of Council's playing, sporting and leisure facilities.
- Purpose-led, values driven leadership, with a focus on developing individual and team capability, to support the effective management of a range of leisure centres, including Sutherland Leisure Centre, Engadine Leisure Centre, Caringbah Leisure Centre, Como Pool and Menai Indoor Sports Centre.
- Creating leisure centre-based opportunities that promote active and healthy lifestyles to the wider Sutherland Shire community.
- Develop strategies to maximise the long-term feasibility and enhance the reputation of the Sutherland Shire Leisure Centres through consistent responsiveness and a focus on facility and service development.
- Establish and maintain value-based stakeholder relationships including the council and council staff, sporting bodies, industry bodies and the general community to progress key strategic and operational challenges and opportunities.
- Promote the benefits of leisure centres to the wider Sutherland Shire community.
- Maintaining awareness of strategic, along with operational demands and priorities, engaging with staff across all levels of the organisation to meet corporate goals.
- Provide expert advice and maintain currency with industry best practice and informing Council about sport and leisure trends, issues and legislative changes, as required.

- Ensure compliance with legislative requirements relevant to the role and organisational policies including those related to risk, workplace health and safety, financial management, and procurement.

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> - You have tertiary qualifications in management, sports management, business or a related discipline. - You hold a current NSW Drivers Licence - You hold a current Working with Children Check
	Desirable	<ul style="list-style-type: none"> - You have post graduate qualifications in business management, marketing or equivalent.
Experience or skills	Essential	<ul style="list-style-type: none"> - You have proven experience in leading and managing multi-disciplinary teams in varying locations by guiding, motivating, mentoring and developing staff to create an environment of accountability, creativity and continuous improvement. - You are an outstanding leader with significant emotional intelligence and a proven ability to coach and manage the performance of staff that are able to drive change and maximise opportunities, in accordance with Council's strategic direction. - You have highly developed customer service skills, and extensive demonstrated experience in community and stakeholder engagement and relationship management. - You have outstanding interpersonal skills with the proven ability to build positive and productive relationships with the executive team, colleagues, stakeholders and employees. - You have excellent strategic, conceptual, analytical and lateral thinking skills with the demonstrated ability to drive the development of short and long-range sport and leisure plans (and strategies), including capital improvement projects, technology needs, community outreach, staff development, and other pertinent areas.

	Desirable	<ul style="list-style-type: none"> - You have demonstrated high level project management skills and experience and capacity to manage multiple projects with competing demands - You have an extensive understanding of the technical equipment relating to water treatment, heating and appropriate cleaning and maintenance schedule.
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CORE CAPABILITIES

Attributes	<p>Leadership: Provide clarity of direction, model corporate values, capacity to identify and implement change, build team and individual capability, support continuous improvement, and actively engage in developing a workplace culture of learning and growth.</p> <p>Goals oriented: Work to achieve self-set and organisational goals, taking on challenging tasks when necessary, display initiative.</p> <p>Strategic thinking: Critically examine problems, considering alternative viewpoints, identify constructive solutions and look for opportunities for innovation.</p> <p>Communication skills: Clearly and persuasively articulate complex technical and operational issues. Identify and tactfully deal with sensitive matters.</p> <p>Relationship management: Able to build strong relationships by winning respect at all levels through sound advice, reliability and personal integrity, constructively deal with difficult issues.</p> <p>Team focussed: Mentor emerging leaders, share skills, experience and knowledge via formal and informal collaboration with colleagues and staff.</p> <p>Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.</p>
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OUR VALUES



Behaviours	<p>Collaborate - be open and welcoming, genuinely connect to others, include others, work together as one.</p> <p>Achieve - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day.</p> <p>Respect – be honest and trustworthy, do what you say you will, put yourself in the other person’s shoes, listen to what’s important to others.</p> <p>Evolve – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker.</p>
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CORPORATE OBLIGATIONS

Employees	The direct reports to this position are Team Leader Sports Services, Team Leader Health & Fitness, Team Leader Operations, Team Leader Support Services. 115 full-time, part-time staff plus casual / seasonal staff.
Budget	Total Expenditure budget of \$11.4m and revenue \$10.3m.
Delegations	Authority to operate within the Delegations attached to the position.
Risk Management	<p>Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.</p> <p>You are obligated to fulfil the requirements of enterprise risk management as a key accountability of your position.</p>
Financial Management	Managing budgets and expenditure, undertake relevant checks and applying rules, regulation, process and procedures in dealing with financial matters.
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it. In the event that fraudulent conduct is suspected or identified, relevant processes including disciplinary will be followed, and where appropriate, relevant external agencies may be notified.
Workplace Behaviour & EEO	All activities must comply with Council’s Workplace Behaviour Guidelines.

Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction.
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate.
Customer Focus	Championing an exceptional customer experience and evaluating customer satisfaction in order to continually improve service delivery.
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement.

SPECIFIC CONDITIONS OF EMPLOYMENT

This is a Child-Related Position under the definition of Council's Child Protection Policy.