



# SENIOR MANAGER SPORT & LEISURE

## POSITION PROFILE

Division	Shire Services	Status	Permanent Full-Time
Unit	Sport & Leisure	Salary Grade	Manager Pack
Reports to	Director Shire Services	Reviewed	January 2024

## POSITION PURPOSE

The Senior Manager Sport and Leisure will be responsible for informing the strategic direction and providing expertise in the management, leadership and operations of Sport and Leisure within the Sutherland Shire.

The Senior Manager 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, Delivery Plan and Operational Plan, Sports Strategy and Leisure Strategy. The position will also be responsible for seeking funding through grants, partnerships, sponsor and commercial activities and undertake associated entrepreneurial and marketing activities for all services.

The Senior Manager will deliver exceptional leadership across a diverse sport and leisure team that responds to the current and future needs of the community. This includes the provision of efficient, effective and inclusive services that benefit the Sutherland Shire community.

The Senior Manager Sport and Leisure will lead the implementation of the Sports Strategy and Leisure Centre Strategy.

## STRUCTURE

The Sport and Leisure Division 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.

## KEY OUTCOMES AND ACCOUNTABILITIES

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To lead and manage a financially sustainable, high-quality sport and leisure division ensuring the effective delivery of high-quality sport and leisure services, programs and resources to meet the current and future needs of the community by:

- Leading the implementation of the Sports Strategy in line with its key principles that focus on:
  - A strategic approach to meet the needs of our growing and changing community
  - Optimisation of our existing spaces and facilities
  - Improved supporting infrastructure and amenities
  - Sustainable active and passive recreation use
- Leading the implementation of the Leisure Centres Strategy in line with its key principles that focus on:
  - Industry Leading Facilities
  - Community Engagement
  - Evidence-based Products and Services
- Purpose-led, values driven leadership, with a focus on developing individual and team capability, to support the effective management of sport services and leisure centres, including Sutherland Leisure Centre, Engadine Leisure Centre, Caringbah Leisure Centre, Como Pool and Menai Indoor Sports Centre.
- Grow the revenue of Leisure Centres by at least 3% annually whilst maintaining the integrity, vitality and accessibility for the community.
- Develop, implement, and review strategic frameworks and plans for Council's sport, leisure and recreation portfolio to deliver Council's strategic priorities, including emerging commercial opportunities and partnerships.
- Develop, manage, and maintain productive and customer focused relationships with the executive and senior management, partnering with key stakeholders to deliver sport, leisure and recreation insights, and deliver quality outcomes and minimise risk for Council.
- Develop strategies, plans and projects that deliver against the key focus areas outlined in the Sports Strategy and Leisure Centres Strategy.
- Establish and maintain value-based stakeholder relationships including the Council, Executive and Council employees, Swimming NSW, State and Federal and Federal Sporting Bodies, local sporting associations, professional bodies, industry bodies and the general community to progress key strategic and operational challenges and opportunities.
- Maintaining awareness of strategic, along with operational demands and priorities, engaging with employees 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, recreation and leisure centre trends, issues, and legislative changes, as required.
- Prepare high-quality, evidence-based reports, briefings, and correspondence to ensure the provision of timely, professional communications and to support the achievement of Council's strategic objectives.
- Lead all delegated Sub-Committees of Council including the development of agendas, business papers and minutes in accordance with the governance framework.

## SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> <li>- You have tertiary qualifications in management, sports management, recreation planning, business or a related discipline.</li> <li>- You hold a current NSW Drivers Licence</li> <li>- You hold a current Working with Children Check and National Criminal History</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>- You have post graduate qualifications in business management, marketing, sports management or equivalent.</li> </ul>
Experience or skills	Essential	<ul style="list-style-type: none"> <li>- You have extensive knowledge of sports management, recreation planning and the management of aquatic facilities.</li> <li>- You have a professional standing within the sports or leisure industry.</li> <li>- You have the capacity to investigate and implement new and innovate ideas and solutions to enhance the Sports &amp; Leisure Division.</li> <li>- You have the demonstrated capacity to obtain funding through grants, partnerships, sponsors, entrepreneurial endeavours.</li> <li>- 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 masterplans, programs, initiatives and education.</li> <li>- You have highly developed written and presentation skills and experience with demonstrated experience in dealing with senior members of the private and public sector</li> </ul>

	<ul style="list-style-type: none"> <li>- 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 and continuous improvement.</li> <li>- 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.</li> <li>- You have highly developed customer service skills, and extensive demonstrated experience in community and stakeholder engagement and relationship management.</li> <li>- You have outstanding interpersonal skills with the proven ability to build positive and productive relationships with the executive team, colleagues, stakeholders and employees.</li> <li>- 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.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>- You have demonstrated capacity at senior management level within the sport / leisure sector, preferably in the local government sector.</li> <li>- You have demonstrated high level project management skills and experience and capacity to manage multiple projects with competing demands</li> <li>- You have demonstrated appreciation of the complexity of Local Government, specifically the social, political and legal framework within which it operates.</li> </ul>

## CORE CAPABILITIES

Attributes	<p><b>Leadership:</b> Provide clarity of direction, model corporate values, capacity to identify and implement change, build team and individual capability, support continuous improvement, and set the highest standards of professionalism.</p> <p><b>Goals oriented:</b> Work to achieve self-set and organisational goals, taking on challenging tasks when necessary, display initiative.</p> <p><b>Strategic thinking:</b> Critically examine problems, considering alternative viewpoints, identify constructive solutions and look for opportunities for innovation.</p> <p><b>Communication skills:</b> Clearly and persuasively articulate complex technical and operational issues. Identify and tactfully deal with sensitive matters.</p> <p><b>Relationship management:</b> 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><b>Team focussed:</b> Mentor emerging leaders, share skills, experience and knowledge via formal and informal collaboration with colleagues and staff.</p> <p><b>Decision making:</b> Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them.</p>
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## OUR VALUES



Behaviours	<p><b>Collaborate</b> - be open and welcoming, genuinely connect to others, include others, work together as one.</p> <p><b>Achieve</b> - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day.</p> <p><b>Respect</b> – 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><b>Evolve</b> – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker.</p>
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## CORPORATE OBLIGATIONS

<b>Employees</b>	The direct reports to this position are 6- Team Leader Sports Services, Team Leader Fitness & Indoor Sports, Team Leader Pool Operations, Team Leader Swim Programs, Team Leader Business Development & Memberships and Team Leader Customer Experience. There are approximately 270 full-time, part-time staff plus casual / seasonal staff (FTE = 116)
<b>Budget</b>	Total Expenditure budget of \$13.8m and revenue \$12.7m.
<b>Delegations</b>	Authority to operate within the Delegations attached to the position.
<b>Change Management</b>	Responsible for effective change management in the implementation of a portfolio of projects and activities that together achieve outcomes and release benefits that are of business importance to Council.
<b>Risk Management</b>	<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. You will fulfil the requirements of enterprise risk management as a key accountability of your position.</p> <p>You are obligated to fulfil the requirements of enterprise risk management as a key accountability of your position.</p>
<b>Financial Management</b>	Proactively and responsibly management and administer all financial resources of their division. Undertake relevant checks and applying rules, regulation, process, and procedures in dealing with financial matters..
<b>Workplace Health and Safety</b>	Champion and role model a safety culture. Comply and co-operate with WHS policies, procedures, instructions, and safe systems of work.
<b>Code of Conduct</b>	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it.
<b>Workplace Behaviour &amp; EEO</b>	All activities must comply with Council's Workplace Behaviour Guidelines.
<b>Enterprise Content Management</b>	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.
<b>Continuous Improvement</b>	Lead with a continuous improvement mindset. Identify obsolete and inefficient practices and recommend changes where appropriate.
<b>Customer Focus</b>	Championing an exceptional customer experience and evaluating customer satisfaction to continually improve service delivery and build Council's brand.
<b>Procurement</b>	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement.

## **SPECIFIC CONDITIONS OF EMPLOYMENT**

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

This position may be required to work additional and / or outside of normal hours to facilitate achievement of sport and leisure related activities across varying locations.