



### **3. REQUIREMENTS OF THE POSITION / SELECTION CRITERIA**

#### **Skills**

- Sound understanding of recreation and community development standards.
- Proven marketing, programming and promotional skills.
- Developed communication skills including written, oral and interpersonal skills.
- Proven high level of administrative skills, including time management, organisational and financial management.
- Sound computer skills including the ability to operate spreadsheets and word processing programs at a highly proficient level.
- Effective customer service and public relations skills.
- Decision making skills.
- Team management and supervisory skills.
- Strategic planning skills in order to compile sport and recreation strategies.
- Financial management skills.
- Research and program development skills.

#### **Knowledge**

- Sound knowledge of operation of recreation facilities, community development, particularly with regard to current trends, community needs and available funding sources.
- Sound knowledge of community cultural, heritage and tourism facilities.
- Sound knowledge of Community Welfare Services.
- Sound knowledge of Local Government Practices and Procedures.
- Sound knowledge of Safety procedures including emergency evacuation, First Aid and CPR.
- Demonstrate an understanding of and ability to apply equal opportunity principals in the work place.
- Knowledge of Occupational Health & Safety procedures and requirements.
- Knowledge of health & fitness regulations, relevant legislations, policies, procedures and rules.
- Knowledge of Cultural and Heritage practices, including the Heritage Act and corresponding regulations.
- Events coordination and planning.
- Knowledge in volunteer training, development and recognition.

#### **Experience**

- Experience in co-ordinating community based programmes.
- Experience in staff supervision
- Proven ability in receipt and reconciliation of cash, cheques and credit cards is desirable.
- Experience in general telephonist and office procedures
- Demonstrated ability to deal with the public efficiently and courteously.
- Relevant experience in developing Community Services in Local Government, the general community, or Private Enterprise.

## **Qualifications and / or Training**

- Senior First Aid Certificate.
- Current "C" Class drivers License
- Working with Children Check

## **4. KEY DUTIES AND RESPONSIBILITIES**

- Oversee proper management of Council Libraries, Visitors Centre, Recreation Centre, Ovals, Parks and other public buildings and facilities.
- Liaise with existing and potential users of recreation and community facilities on matters relevant to ensure all users receive a high level of service and to assess the recreation and community development requirements of the community.
- Develop marketing and promotional strategies to maximise usage and initiate new programmes where opportunities exist.
- Promote and assist in developing sport, recreation programs to provide opportunities that will benefit the community.
- Promote interest, education, knowledge and pride in the heritage and history of the Shire of Coolgardie.
- Ensure that all routine and general maintenance requirements are reported and actioned.
- Ensure delivery of contracted services to meet contractual obligations.
- Prepare administrative reports, budgets, costings and funding applications as required.
- Attend meetings as directed.
- Perform other related duties as directed by the Director of Operations.

### **Occupational Health & Safety**

- Fully understand their OSH responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- Proactively recognise and identify hazards, investigate accidents and near misses, implement controls and prevention programmes, provide and maintain workplaces, plant and systems of work that do not expose employees to hazards. Ensure safe work practices and procedures are documented, understood, implemented and are being followed by employees.
- Ensure that Safety & Health Representatives reporting to them are able to carry out their legislated functions. (S. 33 OSH Act).
- Provide and enforce the use of adequate protective clothing and equipment, where it is not practicable to avoid the presence of hazards in the workplace.
- Ensure safe use, cleaning and maintenance, transportation and disposal of substances and plant used in the workplace
- One manager and one supervisor will participate for a one-year term (rotated annually) on the OSH Committee
- Two additional managers and supervisors can attend the OSH Committee as rostered each month as invited guests
- Lead a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

### **Customer Service**

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

## 5. ORGANISATIONAL RELATIONSHIPS

<b>Responsible to</b>	:	Director of Operations
<b>Supervisor of</b>	:	Kambalda Community Recreation facility Staff
<b>Internal Liaison</b>	:	Chief Executive Officer All staff
<b>External Liaison</b>	:	General Public Local Schools Local Business User Groups Department of Sport and Recreation Clubs Youth and community organisations

## 6. EXTENT OF AUTHORITY

Operates under the General Direction of the Director of Operations within established guidelines and policies of Council, as well as statutory provisions of the various Acts and other legislation.