



Position Title:	Youth & Recreation Officer
Business Unit:	Community Development
Location:	Wiluna Shire Offices – 70 Wotton Street, Wiluna and other locations as may be requested from time to time
Reports To:	Community Development Coordinator
Supervises/Manages:	Nil
Employment Status:	Full time 38 hours per week
Award Classification:	Level 4 in accordance with Shire of Wiluna Salary Matrix
Salary:	\$84,596 per annum including the Wiluna Allowance of \$11,836 (subject to residing in Wiluna), plus any applicable allowances (excluding the Location Allowance) as per the Local Government Officers' (Western Australia) Award 2021
Superannuation:	10.5% Superannuation Guarantee or the percentage applicable as per the <i>Superannuation Guarantee (Administration) Act 1992</i>
Vehicle Provision:	Not applicable
Probation Period:	Six months
Police check required:	Yes
Working with children check required:	Yes
Pre-employment medical required:	Yes

Position Objective

The purpose of the position is to coordinate activities, events, and programs within the community. The role involves organising events for the general public or a particular group including youth or older residents with a view to improve engagement and physical activity in the community or promote a particular sport or youth activity.

The role is responsible for providing critical and targeted support to youth, sporting clubs, associations, and contract partners to support the delivery of high-quality youth and sport and recreation opportunities for the Shire of Wiluna.



Key Responsibilities and Duties

Key Area	Responsibilities and Duties
Active Recreation and Youth and Sport Participation	Work with community organisations and agencies to identify the access and participation needs of specific population groups including youth, and opportunities for increasing active participation by these groups.
	Establish, grow, and maintain solid working relationships with youth, clubs, sporting bodies and contract partners.
	Assist with the development and support youth and community recreation initiatives that focus on increasing participation in health and well-being activities.
	Work with community groups to assist them expand youth and recreation programs that cater for a broader range of needs.
	Identify and develop informal/social youth and sporting opportunities to support the broader community needs.
	Coordinate the organisation's involvement in events to promote and increase participation in youth programs and physical activity.
	Program Development, Administration and Review
	Assist in writing funding applications and implementing successful grants.
	Manage, monitor, and establish clear reporting mechanisms for youth programs and clubs who have Service Level Agreements as part of broader lease and licence agreements.
Stakeholder Capacity Building	In consultation with the Community Development Coordinator, develop and deliver a program of training and professional development opportunities to youth groups and clubs on relevant and emerging topics to enable delivery of best practice management.
	Work with the Coordinator to identify and deliver initiatives to improve the capacity of youth programs and sports clubs and their volunteers including governance, financial sustainability,



	volunteer retention, inclusive programming, broader health promotion and participation growth.
	Assist new community groups by providing advice and support in relation to management, meeting venues, insurance, and promotion.
	In conjunction with the Coordinator prepare and monitor the program budget against performance targets.
Administration and Engagement	Coordinate and participate in advisory and project working groups, networks and forums that relate to the implementation of projects and priorities as required by the Coordinator.
	Monitor and provide advice on emerging and current youth and club issues, proposed directions, and initiatives.
	Provide quality, timely and accurate advice, information, meeting minutes, presentations and reports as required.
	Prepare and deliver funding submissions and programs, including reporting requirements.
	Ensure that the Community Development Coordinator is informed of potential public relations issues and opportunities.
	Monitor and report on usage levels.
	Ensure that appropriate records are maintained in the Shire's Cloud Records solution.
Facility and Asset Administration	Administer casual bookings of facilities such as reserves and parks under the Shire's control.
	Undertake periodic inspections of the Shire's tenanted recreation facilities and liaise with tenants to ensure conditions of tenancy agreements are being adhered to.
	Monitor the condition of sporting reserves and take appropriate action to maintain safe and high-quality surfaces.
	Assist clubs to scope and deliver infrastructure needs and requirements.



	Assist the Community Development team in identifying and coordinating facility renewal works including submitting relevant capital works program proposals.
	Oversee and administer the Shire's minor works application process in consultation with the Coordinator ensuring clubs adhere to processes for facility improvements.
Sports Club Management	Administer the appropriate fees, charges, bonds, and refunds as required for users of pavilions and reserves.
	Liaise with user committees and user groups and attend meetings where required.
	Administer tenancy agreements and undertake negotiations where necessary.
	Oversee and respond to user issues, requests, and complaints.
	Ensure that clubs and organisations have appropriate contact information for maintenance, major repairs, and risk management issues.
	Support the Coordinator to resolve conflict and issues including identifying and mitigating risks in the delivery of sport and recreation opportunities.
Promotion and Information	In consultation with the Coordinator develop the Shire's promotion of youth and sport and recreation clubs through relevant Shire publications.
	Work with youth and recreation clubs, organisations, and agencies to identify and promote youth and recreation participation opportunities.
	Provide advice and support to community organisations developing and coordinating programs and events.
	Ensure that programs and services are appropriately and effectively promoted.
Training	Attend relevant functions, meetings, workshops, seminars, and training courses as directed.



	Ensure that a food safety training course is undertaken and ensure that the provision of food to the youth and community is safe.
General	Other duties as directed by CEO and Deputy CEO relevant to the position and level.
	Demonstrated commitment to ensuring equity and respect is a core value displayed within the team and across the workplace.
	Develop and maintain positive working relationships with other internal business units, contractors, and other relevant stakeholders.
	Participate in and support a culture of positive change, quality, and customer service within the organisation.
	Act in accordance with Council and Management Policies, relevant legislation, and Council's Staff Code of Conduct.

Organisation Vision, Values and Behaviours

One proud, inclusive sustainable community welcoming growth and opportunities

Communication

- I ensure that roles and responsibilities are clearly communicated
- I actively listen to the concerns of my team members and customers
- I keep my team members informed and clearly explain why decisions have been made
- I provide and accept regular, valid and objective feedback in relation to individual performance

Trust

- I recognise and report misconduct, illegal or inappropriate behaviour, and help my team to do the same
- I am fair and consistent in my dealings
- I am honest with my colleagues and trust them to fulfil their roles
- I ensure the actions of myself and others are focused on achieving organisational outcomes
- I take responsibility for the behaviour and performance of my duties within the workplace
- I deal with issues when they arise

Respect

- I treat each team member consistently and equitably
- I lead with honesty, fairness and respect



- I drive a team culture that values diversity and inclusiveness, builds respect and recognises the true potential of all individuals

Innovation

- I contribute to change processes and see change as an opportunity to improve performance
- I lead and support innovation, continuous improvement and strategic planning
- I support my team to implement new ideas and make decisions even if that means learning from their mistakes

Teamwork

- I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health & safety of myself and others
- I acknowledge the achievements of my team members
- I address performance and mentor and coach my team
- I encourage a positive working environment
- I set clear objectives and goals for my team to achieve

The Wiluna Shire Council is proud of its workforce and recognises the strengths this provides in meeting the needs of the community it serves.

The CEO's vision for Wiluna Shire Council is one that:

- Is customer focused
- Has a culture of action
- Delivers above expectations
- Is fiscally reliable
- Empowers and trains staff

We will achieve this through leaders that guide and develop our staff, and through all staff demonstrating appropriate behaviours. These are behaviours that have been identified as leading to increased individual and organisation-wide performance and success at all levels of the organisation.

Authority and Accountability

Work performed is within general guidelines. May supervise work or provide on-the-job training, based on their skills and/or experience, to Employees of the same or lower levels. Responsible for leading Employees in operational duties or the application of trades, administrative or technical skills.

This role requires the incumbent to:

- Regulate the activities of contractors and lessees of sporting facilities
- Provide funding acquittals and reports in accordance with requirements



- Provide input into the development of youth and recreation strategies, policies, and procedures
- Timely preparation of quality programs and promotional material
- Monitor the program budget in accordance with agreed measures
- Provide professional, timely and accurate advice and referral relating to youth and sport and recreation programs and activities
- Ensure all contract meetings are documented and held regularly in accordance with the contract.

Extent of Authority

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the CEO as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

The incumbent has the following delegations:

- Signing letters and reports to community members and community service organisations, and
- Approving invoices in line with delegated authority.

Judgement and Problem Solving

The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment methods or processes. Guidance is available from more senior staff.

The incumbent is required to use judgement and make decisions relating to:

- Problem solving and resolving issues that are complex in nature.
- Providing specialist information and advice to youth and sporting clubs, state sporting associations, contract partners, members of the public and external agencies, drawing on experience and knowledge.
- Identifying when issues may need to be escalated to Team Leader/Management.

The incumbent will possess:

- Well-developed day-to-day decision-making skills.
- Ability to consider social and cultural issues in decision-making.
- Ability to understand the needs of the operational environment and appropriately refer issues and opportunities.
- Ability to identify and manage potential risk management issues and to refer appropriately.



- Ability to effectively problem-solve and to assist co-workers to resolve issues in a positive manner.

Guidance and advice is available to assist with decision-making and for referral when required.

Specialist Knowledge and Skills

Requires demonstrated competence in a number of key skill areas related to major elements of the job. Proficiency in the application of standardised procedures and practices. May also include the operation of tools, plant, machinery and/or equipment, in accordance with the requirements of the position. Performance of trades and non-trade tasks incidental to the work.

The following knowledge and skills are required to be demonstrated and utilised:

- Understanding of community youth and sport and recreation trends
- Ability to identify and deliver youth and club capacity improvements
- Clear understanding of club governance principles
- Practical knowledge of the management and delivery of sport through peak bodies and clubs
- Contract management principles and frameworks
- Experience in grant submissions
- Previous experience in developing specifications and in tendering/procurement
- Computer skills in Microsoft Office
- An understanding of youth and sport and active recreation participation trends, opportunities, and constraints
- An understanding of budgetary processes
- Sound understanding of the promotional requirements of community youth and sport and active recreation programming
- Sound understanding of the role and goals of the department.

Management Skills

Provide Employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures. Employees may lead small groups of Employees at the 'workface'.

Ability to prioritise tasks and work to timelines.

- Sound administrative and program organisation skills
- Ability to deal with a number of projects concurrently
- Ability to put in place and document processes and procedures
- Ability to develop and maintain information database



- Ability to supervise contract performance and ensure it meets organisational standards
- Ability to oversee and develop entry level staff (internships/ student placements) to ensure effective outcomes are achieved.

The incumbent must demonstrate and apply the following management skills:

- Excellent organisational and project management skills
- Time management, including an ability to multi-task and balance competing priorities
- Ability to plan and organise work within a constantly changing environment
- Ability to meet timelines.

Interpersonal Skills

Employees at this level require effective communication skills to enable them to communicate with clients, other Employees, and members of the public and in the of routine and usual resolution matters.

The following interpersonal skills are required to be demonstrated and utilised:

- Exceptional relationship building skills to facilitate cooperative relationships
- The ability to identify possible issues and resolve conflict
- Ability to work independently and as part of a team
- Demonstrated verbal and written communication skills
- Proven and well-developed ability to work effectively with diverse populations, multiple stakeholders and with a broad range of community, businesses and government agencies.

Sound interpersonal communication skills, including:

- Facilitation, problem solving, issue resolution and negotiation skills
- Ability to present written/visual material at the appropriate level for various audiences in an effective manner to convey ideas and concepts and inform management of required information for decision making related to areas of responsibility
- Sound skills in relation to establishing and maintaining positive and co-operative partnerships with the community, staff, and other stakeholders to deliver effective services and resolve issues when they arise
- Ability to network with other organisations and internal departments to maximise effectiveness in role and solve day to day issues raised by sports clubs and facility hirers.



Qualifications and Experience

Qualifications or relevant experience in accordance with the requirements of work in this level which may be acquired through:

- a) a trade certificate or equivalent
- b) completion of accredited/industry-based training courses equivalent to a Certificate IV (non-trade); and/or
- c) knowledge and skills gained through on-the-job training.

Relevant tertiary qualification in sport/leisure/recreation or related field or experience in a similar role.

- Experience in developing funding submissions to support youth and/or sport and recreation
- Experience in group facilitation, stakeholder management and conflict resolution
- Experience managing and supporting youth and sports clubs and in developing training for volunteers
- Experience in managing and administering contracts for recreation facilities would be advantageous.

Accessible and Inclusive Employer

The Shire of Wiluna supports flexible and accessible working arrangements for all. We are open to new approaches and aim to be an inclusive and diverse workplace of choice that celebrates the contribution made by all our staff.

Healthy and Safe Work Environment

We are committed to continuous improvement in occupational health and safety (OSH) standards. It is a fundamental requirement of all employees to work in a manner that is safe and without risks to self and others and in accordance with relevant OSH legislation and Council policy.

Risk Management

All employees are required to contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures. You must take reasonable steps to ensure you are aware of the inherent risks associated with your work and take appropriate action to minimise or eliminate such risks.



Emergency Management

This position is required to contribute to emergency management activities in the event of a declared emergency when required and directed by the supervisor/manager.

Key Selection Criteria

1. Relevant tertiary qualification in youth/sport/leisure/recreation or related field or previous experience in a similar role.
2. A demonstrated understanding of youth programs, sporting clubs, recreation and facilities management and community youth, sport, and recreation trends.
3. Demonstrated ability to support community groups with development activities including business planning, funding applications and program development.
4. Proven time management, administration and organisational skills and the ability to write clearly and concisely.
5. Well-established interpersonal and communication skills including the ability to work independently and as part of a team as well as with a diverse range of youth and sport and active recreation groups concurrently to achieve positive outcomes.
6. Current driver's licence.

Approval

APPROVED BY: Gary Gaffney, CEO

Date: 16 June 2023

Position Description Agreement

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Wiluna reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key responsibilities and duties are accepted as appropriate for the position.

Employee Name:

Employee

Signature:



POSITION DESCRIPTION

Youth & Recreation Officer

Date: