



Position Title:	Youth & Recreation Team Leader
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:	Youth & Recreation Officer Sport & Recreation Officer Youth & Recreation Assistant
Employment Status:	Full time 38 hours per week
Award Classification:	Level 5 in accordance with Salary Matrix
Salary:	\$85,641 - \$91,380 per annum including the Wiluna Allowance of \$11,000 (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% 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 lead a team in the planning and provision of a range of programs and events as well as policy development and implementation to develop healthy, vibrant and connected communities through increasing opportunities for participation in sport and recreation and active living, focusing on the youth of Wiluna.

The Officer will work alongside young people to assist with raising voices, expanding choices and creating change in the Shire and beyond. This position needs to work appropriately with the diverse community of the Shire.



The position will facilitate the development, renewal and management of Youth facilities and services, provide guidance, advice and support to the Shire's management entities and volunteer groups to ensure effective management and operation of key recreation facilities.

Key Responsibilities and Duties

Key Area	Responsibilities and Duties
Youth Recreation Planning and	Investigate and facilitate the development of partnerships between the Shire, key service providers, local communities, management entities and others to meet the existing and emerging needs of young people within the municipality and to increase participation in physical activity through sport, recreation and active living.
	Facilitate the planning and development of youth, recreation and community infrastructure and program initiatives.
	Monitor existing and projected community characteristics, in order to analyse and predict recreation and active living service needs for the community.
	Maintain knowledge of current planning and recreation trends and statistics in order to provide advice on youth, sport, recreation and active living planning issues.
	Assist management entities in the planning and development of youth, recreation and community infrastructure and program initiatives.
	Facilities Management
	Coordinate the review and renewal of management contracts, management agreements, leases and licences as required and make recommendations regarding the future management and operation of these facilities consistent with Council's youth, sport, recreation and active living objectives.
	Ensure appropriate management arrangements are in place for all Council recreation reserves and facilities.
	Implement an annual program of audits and inspections for all Shire recreation reserves.



	Support the development and implementation of risk management plans for youth facilities, recreation programs and services.
	Ensure the development of new infrastructure and maintenance of existing infrastructure meets the needs and aspirations of the community and promotes the sustainable use of resources, respects the natural environment and local amenity.
Project and Contract Management	Lead the procurement and contract management of external services.
	Build capacity of management entities to provide good governance and increase the range and quality of participation initiatives in Council owned and managed recreation facilities.
	Assist in the assessment of community/club capital works proposals.
	Coordinate the preparation of youth, sport and recreation funding applications and ongoing reporting obligations to the relevant funding bodies.
	Ensure quality funding submissions are prepared in a timely manner to attract external funding for youth, recreation and community infrastructure and program initiatives.
	Work with the Works Department on the delivery of projects including monitoring of project budgets and liaison with internal and external stakeholders and the community.
	Recommend priorities for resource allocation and development of youth, sport and recreation facilities and services based on identified community need.
Policy and Strategy Development	Assist with the preparation of policies, strategies and guidelines that are responsive to community needs through a process of research and engagement.
	Provide input into the Shire's corporate and strategic planning to ensure that future youth, sport, recreation and active living needs are appropriately considered.



	Actively contribute to the planning and development of the Community Development unit.
Program and Service Development	In partnership with community youth, sporting and recreation groups, lead the implementation of master plans and resultant capital projects for Council's recreation reserves.
	Advocate for a range of recreation programs and activities which encourage people of all ages and abilities to participate in sport and recreation and engagement.
	Represent Council's strategic youth, sport, recreation and active living interests in public forums including meetings with Government representatives, regional partners, property developers, sporting clubs, community groups and residents as required.
Communication and Engagement	Nurture effective working relationships with community members including the youth, and sports clubs and associations, relevant State Government departments and other relevant agencies.
	Build partnerships with sporting and recreation groups and community committees of management which enhance options for people of all ages and abilities to participate in physical activity.
Management	Oversee the performance of and support the team in their duties in order to achieve individual, departmental and corporate objectives.
Administration	Prepare draft Council reports, briefing papers, business cases and update databases
	Undertake budget monitoring and the management of the allocated budget for the area.
Training	Attend relevant functions, meetings, workshops, seminars, and training courses as directed.
General	Other duties as directed by CEO, Deputy CEO and Community Development Coordinator 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

The position requires the incumbent to exercise discretion within standard practices and processes and may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes.

May provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.

The position manages resources, provides specialist advice to stakeholders and has input into the development of policy.

Extent of Authority

The Youth & Recreation Team Leader works under limited direction and will be required to exercise a high degree of autonomy to achieve position outcomes and objectives within department objectives and budget constraints.

Judgement and Problem Solving

The position requires the incumbent to possess the skills to solve problems which require assessment of a range of options having elements of complexity in reaching decisions and making recommendations.

For supervisors, the work processes often requires the quantification of the amount of resources needed to meet those objectives. Assistance may be readily available from other staff in the work area in solving problems.



The nature of the work is specialised in the youth and recreation industry, with methods, procedures and processes developed from theory and experience.

Specialist Knowledge and Skills

Specialist knowledge in a number of advanced skill areas relating to the more complex elements of post-trades or specialist disciplines either through formal training programs or on-the-job training.

- Demonstrated experience and expertise in the youth and active recreation field, including a strong understanding of contemporary themes and practices.
- Skills in policy and strategy development.
- Highly developed project management skills and experience from within a youth & active recreation infrastructure context.
- Well developed leadership, management and coaching skills
- Analytical and investigative skills sufficient to lead the development and implementation of the Council's related strategies, plans and policies.
- An understanding of the long-term goals of the Community Development unit.
- Strong community engagement skills.
- Financial management practices and budgeting.

Management Skills

At this level may require skills in coordinating a team of employees, to motivate and monitor performance against work outcomes. May lead large groups of employees at the 'work face'.

Strong experience and skills to manage people, set priorities and plan and organise work to achieve specific and set objectives efficiently with the resources available and within a set time.

- The ability to coach and develop staff to meet agreed outcomes.

Interpersonal Skills

Persuasive communication skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view.

- High level of interpersonal communication, consultation, conflict resolution and negotiation skills and demonstrated ability to establish positive and productive working relationships with a range of stakeholders, both internal and external.

Qualifications and Experience

Require thorough working knowledge and experience of all work procedures for the application of technical, trades or administrative skills, based upon suitable certificate or post-certificate level qualifications which may include:



- a) post-trade certificate and/or other post-secondary qualification below diploma or degree; or
- b) extensive knowledge and skill gained through on-the-job training in accordance with the requirements of the work in this level.
- Demonstrated experience in a similar role or a qualification in youth and recreation or leisure studies.
- Relevant experience within a local government environment would be highly regarded.

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. Tertiary qualifications in recreation or related discipline or experience working in youth and recreation services leading a team to meet key objectives.
2. A proven track record of community engagement and community development with the capacity to engage community stakeholders.
3. Excellent written, verbal and interpersonal communication skills including the ability to make high level presentations to a range of audiences and experience in project plans, business cases and operational reports.



4. Strong financial management and budgeting skills and previous experience in the preparation and administration of grant funding programs would be highly regarded.
5. Highly developed project management and contract management skills with specific experience with sport and active recreation infrastructure projects involving the youth of the community.
6. Current driver's licence.

Approval

APPROVED BY: Gary Gaffney, Acting CEO

Date: 21 June 2022

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

(Please print)

Date