

## Position Description

<b>Position Title</b>	<b>Community Development / Recreation Officer</b>
<b>Position Incumbent</b>	vacant
<b>Position Number</b>	
<b>Business Unit</b>	Community & Corporate Development
<b>Location</b>	Kempton Office
<b>Date</b>	May 2023

### CLASSIFICATION

<b>Award</b>	SMC Enterprise Agreement
<b>Stream / Level</b>	Subject to skills and knowledge

### POSITION OBJECTIVES

- ❑ Develop Community activities, partnerships and alliances between Council, Community as well as various agencies & organisations;
- ❑ Provide a focus and direction for sport and recreation activities / initiatives;
- ❑ Recognise and facilitate the future needs for sport and recreation for the Southern Midlands local government area as identified in Council's Recreation Plan;
- ❑ Facilitate youth development programs and activities;
- ❑ Maximise appropriate and targeted funding outcomes from external sources; and
- ❑ Maintain and implement comprehensive work health & safety as well as risk management procedures as they relate to Southern Midlands Council as well as community / sports activities and facilities.

### KEY RESPONSIBILITIES

- Encourage and actively work with Community groups and organisations to form partnerships and alliances with Council to achieve common goals;
- Liaise with and support, youth groups, community groups and organisations;
- Facilitate and coordinate wellness activities which have a community, sport / recreational focus;

## Community Development / Recreation Officer



- Developing innovative approaches to accessing external funding opportunities for Council and community organisations as considered appropriate and beneficial to both the community and Council;
- Implementing Council's Recreation Strategy and current priorities;
- Assisting clubs and local organisations to enhance community participation through support for the development of programs and services;
- Facilitate and coordinate the school holiday program in conjunction with service funding provider;
- Work with the schools in the Municipal area;
- Facilitate and coordinate Senior's week activities in accordance with Council's budget;
- Support the Manager Community & Corporate Development with the operational arrangements of the WHS/Risk Management Committee, including preparation of agenda, taking minutes, undertaking research and facilitating the implementation of the outputs.
- Participate with all activities in accordance with Council's risk management and workplace health & safety policies / procedures; and
- Undertake other duties as directed, within the skill and knowledge base of the incumbent.

### ORGANISATIONAL RELATIONSHIPS

<b>Report to:</b>	Manager Community & Corporate Development
<b>Supervises:</b>	Trainee (if applicable), Volunteers (if applicable)
<b>Internal Liaisons:</b>	General Manager, Councillors and other staff
<b>External Liaisons:</b>	Community groups, individual residents, other local government bodies, youth groups along with youth support services, sporting organisations, State & Federal Governments.

### JUDGEMENT & DECISION MAKING

- Use own best judgement at all times
- Time management and prioritising work
- The following discretion exists in regard to procedures and equipment:-
  - Having regard to the prevailing weather conditions when carrying out activities, if applicable.
  - Having regard to all site safety conditions when undertaking community activities.

## Community Development / Recreation Officer



- Identification of problems and issues associated with Council facilities and reporting them accordingly; and
- Identification of problems and issues associated with work related activities and undertaking the rectification of those problems/issues, within the skills, knowledge and qualifications held.

### SPECIALIST SKILLS & KNOWLEDGE (SELECTION CRITERIA)

- An understanding of Community Development, sport & recreation development processes and the role of government in those processes;
- An understanding and affinity of rural communities and the issues faced by these Communities;
- Sound knowledge of local government issues, including the role and responsibilities of local government;
- Practical knowledge of workplace health and safety, environment and risk management, legislative/standards and best practice as they relate to Community activities and recreation spaces;
- Exceptional facilitation skills for groups and individuals;
- Good project management skills including the ability to meet deadlines and achieve performance objectives with minimum supervision;
- Sound financial management skills in relation to preparing financial plans for grant applications as well as monitoring/managing their subsequent implementation;
- Willingness to work flexible hours, including some evenings and occasional weekends;
- Ability to work with limited supervision;
- Ability to be flexible, responsive and to work in an environment of change; and
- Demonstrated commitment to ongoing professional development;

### INTERPERSONAL SKILLS

- Demonstrated ability to use creativity, initiative and sound judgment in the development and implementation of programs and activities;
- An understanding of and an empathy with the needs, issues and concerns of Community;
- Ability to facilitate and encourage individuals & groups to reach their potential;
- Ability to gain co-operation from Community, Council and government departments;

# Community Development / Recreation Officer



- High level of verbal and written communication skills, along with thorough high quality report writing abilities; and
- Able to assist in policy development.

## QUALIFICATIONS & EXPERIENCE

### Essential

- A comprehensive understanding of Community Development principals and processes
- Demonstrated extensive report writing and grant writing skills.
- Computer skills in the Microsoft suite (including Word, Excel and PowerPoint).
- Current drivers licence.
- Current national police check.
- Current first aid certificate
- Working with Vulnerable People registration.

### Desirable

- Relevant Tertiary qualification or progress towards a relevant qualification;
- Experience in sustainable recreational organisation development

## PERFORMANCE STANDARDS

- Preparation of grant applications that are innovative, well written and persuasive, with a high success rate
- Participation in the Annual Development & Performance Review process.

## JOB ENVIRONMENT

<b>Hours of employment</b>	0.8fte, negotiable
<b>Flexible working hours</b>	Yes with approval from General Manager.
<b>Leave entitlements</b>	In accordance with SMC Enterprise Agreement.

## WORKING ENVIRONMENT

### Workplace Health and Safety

- Southern Midlands Council is committed to high standards of performance in respect to occupational health and safety. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.
- **Workplace Health & Safety Act 2012 -s28. Duties of workers**  
*While at work, a worker must –*
  - (a) *take reasonable care for his or her own health and safety; and*
  - (b) *take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and*
  - (c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and*
  - (d) *cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*
- Smoking is not permitted in the workplace or Council vehicles.

### Occupational Requirements

The physical demands included here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

#### Environment

- The employee could frequently work in outside weather conditions;
- The employee is occasionally exposed to wet and/or humid conditions; and
- Some work is performed outdoors on Council properties, in Council facilities and related areas.

#### Mobility

- Must be physically able to climb up to, and down from, medium high places on equipment (eg playground equipment);
- Must be physically able to lift medium weights;
- While performing the duties of this job, the employee is frequently required to use hands and arms to operate objects, and computers;
- The incumbent may be occasionally required to climb, balance, stoop, kneel, crouch or crawl;
- The employee is frequently required to undertake manual duties including, walking, standing, climbing and participating in recreational activities with groups and/or individuals.

#### Other Factors

- The noise level in the work environment could at times be moderately noisy.

# Community Development / Recreation Officer

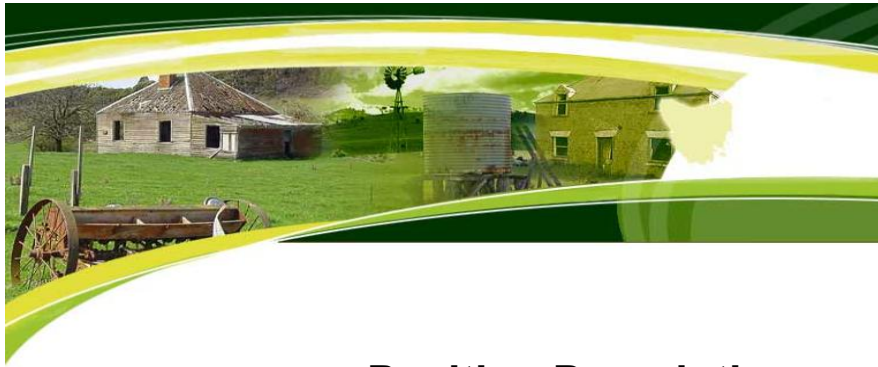


## Code of Conduct

Refer to Council's Policy Manual <https://www.southernmidlands.tas.gov.au/council-policies/>

## POSITION DESCRIPTION APPROVAL

Approved by: General Manager



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- ❑ Facilitate youth development programs and activities;
- ❑ Maximise appropriate and targeted funding outcomes from external sources; and
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