



*Making an even better Berrigan Shire*

# Position Description

## Recreation Officer

Directorate	Corporate Services
Location	Berrigan
Classification/Grade/Band	Grade 9
Position Code	RO
Date position description approved	21 October 2021

### Council overview

The Berrigan Shire Council is a rural community with a population exceeding 8,500 and comprising the four towns of Finley, Berrigan, Tocumwal and Barooga; bordered by the Murray River and bushlands in the south and surrounded by dry and irrigated farming lands.

The Recreation Officer will work with Council volunteers, community organisations and the public to deliver a broad range of sporting and cultural recreation opportunities across Berrigan Shire. This will include supporting the operation of the Council's aquatic facilities, recreation reserves, public halls, parks and playgrounds, walking paths and other open space areas.

The incumbent will have the opportunity to make a positive difference by facilitating the development of a healthy, vibrant, and connected community

### Council values

Committed to making an even better Berrigan Shire, instilling the values of Integrity, Leadership, Selflessness, Objectivity, Accountability, Openness, Honesty, Respect, Trust and Teamwork, Advocacy, and Partnership

### Primary purpose of the position

The purpose of the Recreation Officer position is:

- Support Council's provision of recreation services
- Build capacity of Council volunteers and community groups providing recreation activities
- Assist with the development and implementation of Council's recreation strategies and plans.

## **Key accountabilities**

Within the area of responsibility, this role is required to:

- Support the seasonal operations of aquatic facilities across Berrigan Shire, including supervision of lifeguards.
- Liaise with volunteer committees, user groups and the community regarding facility and recreation reserve needs to support the successful development and implementation of management contracts, management agreements, leases and licenses and other agreements.
- Assist community groups to implement programs and initiatives that help to achieve Council's priorities as identified in the Community Strategic Plan
- Gather relevant data from recreation groups to inform recreation planning
- Undertake routine inspections of Council's recreation facilities – including parks, playgrounds and walking paths – to identify issues and concerns and liaise with Council staff to have these rectified.
- Provide input towards the development and implementation of recreation strategies and plans.
- Promote effective working relationships between Council, residents, clubs, community groups and other key recreation stakeholders

## **Key challenges**

- Ensuring the Council's aquatic facilities have sufficient support and resources for their operation.
- Mediating conflicts relating to competing uses of Council facilities
- Working with community groups with varying operational and administrative capacity to provide suitable data and deliver appropriate programs.
- Balancing a variety of responsibilities across many functional areas

## Key internal relationships

Who	Why
Director Corporate Services	Direct supervisor for this position
Director Planning and Strategic Development	Providing advice and support on the development and implementation of recreation plans and strategies
Enterprise Risk Manager	Ensuring Council's recreation facilities are safe and fit-for-purpose
Operations Manager	Liaise on maintenance of Council's open space facilities
Lifeguards	Provide direct supervision

## Key external relationships

Who	Why
Volunteer committees of management	Liaise on operational issues and identify future opportunities
Community organisations	Liaise on delivery of Council-supported programs and gather information for inclusion in Council planning

## Key dimensions

### Decision making

This position is responsible and accountable for decisions regarding the delivery of recreation services, most notably the operation of the Council's aquatic facilities.

Key decision-making requirements of the position include.

- Decisions about the operations and resourcing of the aquatic facilities at pools

### Reports to

Director Corporate Services

### Direct reports

Approximately six casual lifeguards during pool season

## Essential requirements

Australian Driver's Licence

Bronze Medallion

Senior First Aid






Pool Lifeguard Licence

Certificate IV in Sport and Recreation or equivalent (or ability to obtain)

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Adept
	<b>Display Resilience and Adaptability</b>	<b>Intermediate</b>
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 <b>Relationships</b>	<b>Communicate and Engage</b>	<b>Advanced</b>
	<b>Community and Customer Focus</b>	<b>Advanced</b>
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 <b>Results</b>	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	<b>Deliver Results</b>	<b>Intermediate</b>
 <b>Resources</b>	Finance	Foundational
	Assets and Tools	Foundational
	<b>Technology and Information</b>	<b>Intermediate</b>
	Procurement and Contracts	Foundational
 <b>Workforce Leadership</b>	<b>Manage and Develop People</b>	<b>Intermediate</b>
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Foundational

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Adaptability	Intermediate	<ul style="list-style-type: none"> <li>Adapts quickly to changed priorities and organisational settings</li> <li>Welcomes new ideas and ways of working</li> <li>Stays calm and focused in difficult situations</li> <li>Perseveres through challenges</li> <li>Offers own opinion and raises challenging issues</li> </ul>
<b>Relationships</b> Communicate and Engage	Advanced	<ul style="list-style-type: none"> <li>Presents with credibility and engages varied audiences</li> <li>Translates complex information concisely for diverse audiences</li> <li>Creates opportunities for others to contribute to discussion and debate</li> <li>Demonstrates active listening skills, using techniques that contribute to a deeper understanding</li> <li>Is attuned to the needs of diverse audience, adjusting style and approach flexibility</li> <li>Prepares (or coordinates preparation of) high impact written documents and presentations</li> </ul>
<b>Relationships</b> Community and Customer Focus	Advanced	<ul style="list-style-type: none"> <li>Demonstrates a thorough understanding of the interests, needs and diversity in the community</li> <li>Promotes a culture of quality customer service</li> <li>Initiates and develops partnerships with customers and the community to define and evaluate service outcomes</li> <li>Ensures that the customer is at the heart of the business process design</li> <li>Makes improvements to management systems, processes and practices to improve service delivery</li> <li>Works towards social, environmental and economic sustainability in the community/region</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>Takes the initiative to progress own and team work tasks</li> <li>Contributes to the allocation of responsibilities and resources to achieve team/project goals</li> <li>Consistently delivers high quality work with minimal supervision</li> <li>Consistently delivers key work outputs on time and on budget</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Resources</b> Technology and Information	Intermediate	<ul style="list-style-type: none"><li>• Shows confidence in using core office software and other computer applications;</li><li>• Makes effective use of records, information and knowledge management systems;</li><li>• Supports the introduction of new technologies to improve efficiency and effectiveness.</li></ul>
<b>Workforce Leadership</b> Manage and Develop People	Intermediate	<ul style="list-style-type: none"><li>• Clearly communicates roles and responsibilities in the team;</li><li>• Discusses and sets clear performance goals and standards;</li><li>• Gives regular feedback with the aim of improving performance and helping others learn and develop;;</li><li>• Recognises development needs of individuals and identifies suitable learning opportunities;</li><li>• Recognises ongoing performance issues and works towards resolving them.</li></ul>