

**POSITION DESCRIPTION****PART 1 – POSITION DETAILS**

Position Title:	Sports and Recreation Officer
Classification Level:	Category - Level 5
Industrial Instruments:	Torres Shire Council Certified Agreement 2019
Date prepared/ Updated:	Feb 2023
Position Purpose:	Sports and Recreation Officer will primarily be responsible for delivery of culturally appropriate physical activities that address community-identified needs, and support appropriate physical activity participation in sport and recreation
Reports To (Position Title):	Business Manager Services
Roles Reporting to This:	Nil
Key Relationships / Interactions:	<ul style="list-style-type: none">• Chief Executive Officer• Director Corporate & Community Services• Manager Sports Complexes• Sports Complexes Staff• Human Resources• Finance Department• Local Sport & Recreation Organisations• High School and Primary Schools• Community
Decision Making Authority:	<p>The Chief Executive Officer, in accordance with the provisions of the <i>Local Government Act 2009</i>, will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position.</p> <ul style="list-style-type: none">• The position is accountable to the Business Services Manager

**PART 2 – KEY RESPONSIBILITIES**

Key Result Area	Major Tasks
Job Specific Responsibilities	<ol style="list-style-type: none">1. Develop and deliver a broad range of short- and long-term physical activity programs that address the sporting needs of the local community2. Carry out duties and develop new ideas and innovative healthy lifestyle activities to align with the Torres Shire Council and Torres Strait Community Sports and Recreational Program Operational Plan3. Liaise and establish effective relationships with the public, sporting and community organisations, public/government authorities, schools and other groups to ensure the optimum delivery of physical activities.4. Work with local communities to increase participation in the delivery of sport and recreational activities through skills development.5. Ensure that classes are conducted in a manner that promotes fun, safety, enjoyment and achievement in line with industry standards.6. Maintain records of program activity and monitor budget for the program.7. Participate as an active member of Councils team and work collaboratively with each other to achieve outcomes. Contribute to continuous improvement towards the Torres Strait Community Sports and Recreational Program.8. Ensure safe & efficient management of all aspects of the Complexes' operations and supervision of staff and persons using the facility.9. Manage the complex kiosk selling merchandise, food and refreshments including adequate internal controls to ensure correct accountability for stock purchases, stock management and accounting revenue from sales.10. Organise overall water management plan to ensure optimum usage and maintenance of the Complexes.11. Liaise with the public, sporting and community organisations, public/government authorities, schools and other groups to ensure the optimum delivery of services.12. Perform other suitable work duties as directed by the Business Services Manager, Director or Chief Executive Officer.
Supervisory Responsibilities	Nil
Communication & Interpersonal Responsibilities	<ol style="list-style-type: none">1. Work as part of a team and show professionalism.2. Punctual in both attendance at work and staff meetings.3. Maintain high standards of presentation and personal grooming.4. Comply with Council's Code of Conduct.
Legislative Responsibilities	<ol style="list-style-type: none">1. Assist in the Administration and monitor auditable programs in accordance with the requirements of related Acts and Regulations.2. Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Councils 'Corporate Recordkeeping' Policy and associated procedures.3. Observe Council's policies and procedures to ensure compliance with all relevant legislation, including but limited to:<ul style="list-style-type: none">• <i>Local Government Act 2009</i>• <i>Local Government Regulations 2012</i>• <i>Public Sector Ethics Act 1994</i>

	<ul style="list-style-type: none"> • <i>Industrial Relations Act 2016</i> • <i>Human Rights Act 2019</i> • <i>Workplace Health and Safety Act 2011;</i> • <i>Workplace Health and Safety Regulation 2011;</i> • <i>Workers Compensation and Rehabilitation Act 2003</i> • <i>QLD Crime and Corruption Act 2001</i> • <i>Commonwealth Disability Discrimination Act 1992;</i> • <i>Commonwealth Age Discrimination Act 2004;</i> • <i>Commonwealth Racial Discrimination Act 1975</i> • <i>Commonwealth Sex Discrimination Act 1984</i> • <i>Environmental Protection Act 1994;</i> • <i>Environmental Protection Regulation 1998;</i> • <i>Equal Opportunity in Public Employment Act 1992;</i> • <i>Anti Discrimination Act 1991.</i> • <i>The Public Records Act 2002</i> • <i>Public Interest Disclosure Act 2010.</i>
Workplace Health and Safety Responsibilities	<p>The employee will assist in ensuring the work environment complies with the Workplace Health & Safety Act, Regulations, Codes of Practice and Council's Safe Plan system, Safe Work statements, Policies and Procedures. Complies with instructions given by his or her Manager and / or Supervisor. Adhere to the workplace health and safety legislation in reporting all accidents and potential hazards in a timely manner.</p>
Confidentiality and Privacy	<ol style="list-style-type: none"> 1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment. 2. Ensure compliance with: <ul style="list-style-type: none"> • <i>Right to Information Act 2009</i> • <i>Information Privacy Act 2009</i>



PART 3 – PERSON SPECIFICATION

Qualifications & Experience

1. Tertiary qualifications in a health/fitness discipline (Desirable)
2. Gym Operator/Instructor Certificate
3. Hold a current Applied First Aid & CPR Certificate.
4. Experience in the development, implementation and delivery of health and fitness programs
5. Possess or be willing to obtain a working with children suitability card (blue card).

Technical Skills & Abilities

1. Mature, positive attitude, good interpersonal skills and ability to interact positively with public & stakeholders using the Council's facility.
2. Ability to communicate effectively with Aboriginal and Torres Strait Islander people.

PART 4 – SELECTION CRITERIA

Essential Skills, Experience & Qualifications

1. Demonstrated experience or capacity to develop and implement sport and recreation programs in communities
2. Effective communication and interpersonal skills with demonstrated ability to build relationships with stakeholders.
3. Effective time management skills with a demonstrated ability to meet multiple deadlines and committees
4. Demonstrated ability to work autonomously.
5. Intermediate skills in the Microsoft Office suite or products (Word, Excel, Outlook)
6. The ability to work after hours and on weekends to deliver programs.
7. Hold a current Applied First Aid & CPR Certificate.
8. Possess or be willing to obtain a working with children suitability card (blue card).
9. Gym Operator/Instructor Certificate. (Desirable).