

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Team Leader - Sport and Recreation	Level	7
Business Unit	Leisure and Cultural Services	Position Number	00172
Directorate	Corporate Services	Date Established	March 2018
Reporting to	Coordinator Recreation Services	Date Updated	October 2024

2. KEY OBJECTIVES

- Provide specialist advice, direction and co-ordination of initiatives and projects relating to sport and recreation development in line with the City's strategic and business plans.
- Co-ordinate and monitor the operations of the sport and recreation team, including staff, finances, equipment, and technological resources.
- Plan, promote and implement high quality sport and recreation development programs and services that reflect the needs of the local community.
- Conduct research develop reports and provide advice on the delivery of sport and recreation programs and services and the changing expectations and needs of the community.
- Undertake human resources management, financial and project management responsibilities.

3. KEY ACCOUNTABILITIES

- Ensure development, delivery and evaluation of sport and recreation programs and services are undertaken in accordance with the Business Unit Plan, Corporate Business Plan, Strategic Community Plan and other relevant plans.
- Ensure City managed community sporting venues are sustainably managed in accordance with local laws, legislation, protocols, procedures, processes, work instructions and adopted practices.
- Ensure all financial activities are undertaken in accordance with the City's purchasing protocols and practices and relevant legislation.
- Ensure all project work is undertaken in accordance with the requirements of the City's Project Management Framework.
- Ensure all human resource practices comply with City and legislative requirements and principles of EEO.
- Actively promote the City's commitment to EEO.

- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with WSH legislation, City protocols, procedures and other WSH related requirements, to actively support the City's safety systems.

4. **KEY ACTIVITIES**

ACTIVITIES
<p>Outcome: Programs and Services</p> <ul style="list-style-type: none"> • Research, develop and implement the Club Development Plan encompassing innovative activities catering to a broad cross section of the community, maximising participation in community sport and recreation including measurable objectives. • Monitor and evaluate all program aims, objectives, financial outcomes, and participation levels on an ongoing basis in line with City requirements, grant agreements and any other relevant protocols. • Encourage and facilitate the joint provision of programs with grant providers and other organisations or stakeholders. • Develop and implement appropriate business responses inclusive of new programs and initiatives where business performance is failing to meet business objectives. • Provide advice to the Coordinator Recreation Services and management in relation to the provision and management of community venues by sporting groups. • Prepare detailed written Executive Committee and Council reports with informed recommendations based on research and analysis relating to the provision, support and delivery of sport and recreation. • Review, update and create protocols, processes, and procedures. <p>Outcome: Sporting Venue Management</p> <ul style="list-style-type: none"> • Co-ordinate the regular and casual bookings process for City managed community sporting venues by sporting groups. • Contribute to the management and improvements of the City's Booking Manager software. • Contribute to the implementation of the Venue Hire Fees and Charges Policy, including its assessment against all hirers, requests for financial hardship and ongoing review and audits. • Investigate and provide advice regarding public and internal queries and concerns such as but not limited to, maintenance requests, requests for new, upgraded, or improved facilities and infrastructure, etc. • Co-ordinate maintenance requests with internal stakeholders. • Undertake projects relating to the booking, provision, use and functionality of community sporting venues. <p>Outcome: Customer Service</p> <ul style="list-style-type: none"> • Liaise and consult with external and internal customers and/or stakeholders regarding sport and recreation services, programs, and facilities. • Establish and manage relationships with schools, community groups, recreation and sporting bodies, and commercial agencies within the region and state. • Assist in the co-ordination and support of events and programs including but not limited to Joondalup Festival, Music in the Park, and the Little Feet Festival. • Attend meetings of associations, clubs, support committees, civic and professional bodies.

Outcome: Human Resource Management

- Participate in the recruitment and selection process.
- Ensure employees work in a safe manner according to WHS procedures and protocols.
- Set performance targets and development plans for employees.
- Monitor and manage performance of employees by providing appropriate feedback in accordance with the City's Performance Appraisal System.
- Provide leadership, coaching and on-the-job training for employees.
- Implement and support City EEO initiatives to assist team understanding and compliance with EEO legislation, practices, and City protocols.

Outcome: Financial Management

- In conjunction with Coordinator Recreation Services, develop budgets for programs and services within the sport and recreation team.
- Monitor budget income and expenditure to maintain financial viability of programs and services within the sport and recreation team.
- Prepare and process financial documentation to meet City's financial reporting requirements.
- Identify external funding opportunities to support new program initiatives.
- Purchase goods and services for program operational requirements.

Outcome: Administration

- Co-ordinate day to day administration within Recreation Services.
- Manage incoming and outgoing grants, including all reporting and acquittal processes.
- Plan, develop and review policies and procedures relating to the delivery of recreation programs and services to the local community.
- Assess plans, permits and applications relating to events and programs within the City to ensure compliance with all legislative requirements.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge, and experience.

Outcome: Project Management

- Undertake projects including, but not limited to conferences and events and process improvement.
- Develop project plans including the scoping, establishment of deliverables and objectives, budget, scheduling, communication plans and risk management.
- Undertake project monitoring and prepare relevant project reporting documentation.
- Oversee projects in accordance with agreed scope, timeframes, and budgets.

5. WORK RELATED REQUIREMENTS**Essential Skills, Knowledge, Experience and Qualifications:****Highly Developed Skills in:**

- Ability to interpret and apply legislation, local laws, and policy in relation to the sustainable management of community venues.
- Influencing and interpersonal skills to positively manage stakeholders and identify and resolve issues.

- Analytical problem solving and research skills, including the ability to initiate, influence, monitor and evaluate new and existing processes and strategies.
- Business planning, organisation, and time management skills, including the ability to manage multiple competing deadlines.
- Feedback and coaching skills.
- Oral and written communication skills and an ability to convey information to different audiences using a range of media.
- Budget preparation and monitoring skills.
- High level of supervisory skills.

Comprehensive Knowledge of:

- Current sport and recreation issues and the provision of recreation services, including club development programs.
- Community venue management and booking principles.
- Stakeholder relationships in the sport & recreation industry.
- Legislative and statutory requirements relevant to the sport and recreation industry.
- Customer service including best practice concepts and strategies.
- Project management processes.

Substantial/Demonstrated Experience in:

- Planning, management and review of sport and recreation programs and services, including club development programs.
- Working with internal and external stakeholders and community groups.
- Supervising teams and their performance.
- Development, implementation and management of customer service strategies and principles
- Management of community venues.
- Preparation, monitoring and reporting of financial indicators and budgets.

Qualifications / Clearances:

- Tertiary qualifications in Sport, Recreation, Leisure, or Business Administration and / or equivalent experience.
- Current WA 'C' Class Driver's Licence
- Current National Police Certificate

6. EXTENT OF AUTHORITY

- Exercise a degree of autonomy but advice is available for complex or unusual matters.
- Responsible for a work area, and co-ordinates significant project, function, and work programs.
- Sets outcomes for subordinates, monitors workflow, sets priorities, complies with regulations/codes/procedures.
- Undertake a range of duties within the work area, including problem definition, planning, and exercising of judgment.
- Complex decisions using research and judgement; high level of initiative used to collect and analyse information. Decision can have a high impact on Business Unit or across the organisation.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under limited direction.

Internal:

- Leisure and Cultural Services
- Communication and Stakeholder Relations
- Asset Management
- Parks and Natural Environment
- Operation Services
- Financial Services
- Community Development and Library Services

External:

- Community groups, sport and recreation clubs and associations
- Local community, ratepayers and general public, commercial contractors and suppliers
- External service providers
- Community groups and schools
- Other local governments
- Government departments (State and Federal)
- Industry Bodies (SportWest, Parks and Leisure Australia etc)
- Other external stakeholders where appropriate

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	2
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