



## Position Details

<b>Position title:</b>	<b>Senior Sports Club Liaison Officer</b>
<b>Award Classification:</b>	Band 7
<b>Department:</b>	Open Space Recreation and Community Resilience
<b>Division:</b>	Community Wellbeing and Inclusion
<b>Date Approved:</b>	October 2024
<b>Approved By:</b>	Manager Open Space Recreation and Community Resilience

### Organisational Relationships:

<b>Reports To:</b>	Coordinator Sport and Recreation
<b>Supervises:</b>	NA
<b>Internal Stakeholders:</b>	Council Employees and Managers, Executive Team and Councillors
<b>External Stakeholders:</b>	Sports clubs, sportsground and facility users, local and state sporting organisations, Sport and Recreation Victoria, Parks Victoria, residents, members of the public, other Local Governments, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

## Position Objectives

- Responsible for the proactive management of sporting clubs, recreation providers and Council's sporting facilities, including liaison with Parks Victoria and use of Albert Park Reserve.
- Establish and maintain strong relationships with sporting clubs and organisations, diverse in nature, so they can thrive and be sustainable in providing valuable programs, services and sport and recreation opportunities to our community.



- Support the preparation, implementation and reporting of Council’s Sport and Recreation Strategy, Sports Facilities Plan, Fair Access in Sport Policy, Capital Works Program and other priority strategies and plans supporting the provision of sport and recreation.
- Develop and manage communication streams and content to inform our community of sport and recreation opportunities, including Council’s website, online booking platform, social media, emails, etc.
- Provide support to the Coordinator Sport and Recreation and the sport and recreation team

## Key Responsibilities and Duties

- Proactively manage sport and recreation stakeholders, providing the primary point of contact for sports clubs and recreation providers within City of Port Phillip, including elite level sports clubs.
- Manage the use of Council’s sport and recreation assets, including facility allocations and leasing requirements, further ensuring sports clubs and other users provide services and community benefit compliant with their lease, licences, agreement, etc. and in line with Council’s goals, objectives and budgets.
- Identify, develop and coordinate communication, partnerships and networking to support sport and recreation within the City, including sports clubs, primary liaison with Parks Victoria (and sports club use at Albert Park Reserve), other Councils, State Sport Associations, and provide internal leadership that engages the Sport and Recreation team and models organisational values.
- Provide expert advice to support the preparation of and coordinate the development and implementation of strategic directions, asset management plans, policies, processes, action plans, funding programs within sport and recreation and across the organisation.
- Provide expert advice and prepare reports to identify priority sport and recreation projects and support successful delivery of capital works projects, facility and asset maintenance and manage key stakeholders.
- Identify opportunities and collect relevant data to inform sports club and community development, education opportunities and funding awareness, providing sport and recreation leadership within the organisation and across the community.



## Accountability and Extent of Authority

- Authority to make decisions, and provide recommendations and advice to Council, staff, public authorities and the community on sport and recreation strategy, planning, policy, development, projects, operations and issues.
- Responsible for the efficient and effective management of Council's active sport and recreation reserves and facilities, in line with Council strategies, policies, lease/licence/permits, guidelines, objectives and budgets.
- Responsible for managing and supporting Council's sport and recreation clubs including, but not limited to, liaising with the club, advising on Council capital projects, providing information and education, responding to requests, liaising with State Sporting Associations, etc.
- Responsible for providing expertise, advice and support across the Sport and Recreation team, and across the department and organisation relating to projects, strategies, action plans and funding programs pertaining to sport and recreation.

## Judgement and Decision Making

- Decisions and actions at this level may have significant impact on the sport and recreation programs or projects being managed or on the public perception of the wider organisation.
- Responsible for providing information and managing expectations of stakeholders and senior staff regarding the provision of sport and recreation facilities to support sports club and community use, within an environment where stakeholders have conflicting interests and priorities.
- Apply understanding of the political, social and legal environment and organisational context of Local Government to inform decisions and actions.
- Proactively identify and solve problems and issues, sourcing guidance and advice both internal and external to the organisation, to achieve best sport and recreation outcomes.

## Specialist Skills and Knowledge

- Knowledge of sports club environment and challenges, with a proven track record in developing positive working relationships with sports clubs to achieve positive outcomes, manage expectations, support compliance with policies and provide facilities that support their operations.
- Excellent verbal and written communications and the demonstrated ability to confidently address and liaise with a range of internal and external stakeholders, negotiate contested



outcomes, prepare accurate correspondence reports, funding submissions and represent Council in a positive manner.

- Experience providing expert advice to inform the design and delivery of capital works projects, including referencing guidelines, strategies and policies, influencing project decisions and advocating for needs of stakeholders.
- Demonstrated experience in supporting the development and implementation of organisation strategies, policies, action plans.

## Management Skills

- Manage sports club interactions with Council, providing leadership and managing expectations within a complex and highly political and contested environment.
- Be highly autonomous and have the proven ability to work independently, make decisions, manage time and set priorities for self and others to achieve organisational goals and objectives.
- Support and influence cross organisational projects, processes, communication and resources to meet deadlines and budgets.
- Identify opportunities for process improvement, and capability to review, refine and implement processes relevant to service delivery.

## Interpersonal Skills

- Identify, develop and facilitate trusting partnerships and collaborations with external agencies, stakeholders and organisations to assist in the development and provision of facilities, services, programs and networks that increases opportunities for participation in community sport and recreation.
- Strong ability to think strategically to gain cooperation, facilitate meetings, influence outcomes, define processes and manage conflict resolution with a range of key internal stakeholders to deliver on strategic plans.
- High level ability to interpret and convey complex information to different audiences using a range of verbal and written mediums, including reports, agreements, guidelines, action plans, communication platforms and presentations.
- Ability to work as part of a team, to achieve quality results and provide support in the delivery of other organisation priorities.



## Qualifications and Experience

### Qualifications

- Tertiary qualifications in a relevant sport and recreation discipline and demonstrated experience in the field, or less formal qualifications with significant and demonstrated relevant professional experience in sport and recreation management.

### Experience

- Government, or government liaison, experience in the management of sports and recreation providers.
- Management of sport and recreation facilities, including administration of usage agreements.
- Excellent written and verbal communication skills and highly developed interpersonal and liaison skills, ideally in a complex environment.
- High level analytical and conceptual skills in solving complex problems relating to the management of sport and recreation providers and facilities.
- Stakeholder management within project design, delivery, funding and compliance with standards and agreements

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## Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification

## Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

## Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.



## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

## Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

## Key Selection Criteria

1. Local government, government liaison or other relevant experience, demonstrating effective stakeholder management (sports clubs and sport and recreation providers preferred).
2. Demonstrated experience in the management and administration of sports facilities, including support of sports ground management practices and delivery and advocacy for capital projects of community sports facilities.
3. High level understanding of current sporting trends, with demonstrated ability to think strategically, analyse complex situations, develop creative solutions and achieve outcomes as a stakeholder manager.
4. A commitment to consistently deliver high quality customer service, both internally and externally, with high level communication skills to provide advice and expertise relating to sport and recreation.
5. Demonstrated experience in building positive and trusting relationships, providing conflict resolution and navigating complex issues in a sporting, complex and/or political environment
6. Demonstrated ability to self-manage in a dynamic team environment, confidently and collaboratively supporting your team and coordinator to build a high-performing team that is aligned, engaged, and deliver on outcomes.



*City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.*