At the City of Port Phillip we aim to put our community first. Community First is a mindset that we bring to everything we do. It encourages us to look through the eyes of community, work collaboratively across the organisation and with our community, to improve outcomes, value for money and service.

The 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, 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.

Our ‘Community First’ organisational strategy aims to strengthen our focus on delivering Council’s vision:

- Engaged – A well governed city
- Healthy – A healthy, creative & inclusive city
- Resilient – A strong, innovative and adaptive city
- Vibrant – A liveable and connected city

Community First is a whole of organisation approach that sets out how we deliver the Council Plan and Council’s key strategic priorities. As part of our commitment to being an organisation that puts the community first, we have agreed to focus on the following priorities:

1. Enterprise Portfolio Management
2. Great Places and Precincts
3. Continuous Improvement
4. Aligned Organisational Culture and Capability
5. Good Governance

POSITION TITLE: Sports Club Development Officer
AWARD CLASSIFICATION: Band 6
DEPARTMENT: Sport and Recreation
DIVISION: Infrastructure and Amenity
DATE APPROVED: May 2020
APPROVED BY: Manager Open Space and Recreation
Position Description
Sport Club Development Officer

ORGANISATIONAL RELATIONSHIPS:
REPORTS TO: Coordinator Sport and Recreation
SUPERVISES: N/A
INTERNAL LIAISONS: Council Employees and Managers, Executive Team and Councillors
EXTERNAL LIAISONS: Sports Clubs and Community users, Facility and Ground users, Local and Regional Sporting Clubs/Organisations, Sport and Recreation Victoria, Parks Victoria, Other Local Government Organisations, Local Primary and Secondary Schools, CoPP Community, Private providers of sport and recreation facilities and programs, Hirers of venues, Residents and Relevant authorities

POSITION OBJECTIVES

• Responsible for managing the relationship between Council and all user groups of sport and recreation facilities and services in the municipality
• Support sports clubs to be thriving and sustainable, whilst building and maintaining healthy relationships with clubs and sporting and recreation providers
• Responsible for the implementation of Council’s sport and recreation strategies, including the development and management of sport and recreational facilities and services
• Responsible for ground and pavilion allocations to facilitate and encourage the community to engage and participate in sport and recreation
• Exercise personal judgment within agreed standards to respond to a service requests, maintenance and improvement works.

KEY RESPONSIBILITY AND DUTIES

• Supervise the activities of sporting clubs at Council’s active recreation reserves, including monitoring incorporated constitutions and maintaining Council’s Sports Club User Manual, Leases and Licences and compliance with all relevant statutory regulations
• Responsible for organising, attending and administering all seasonal handover meetings and inspections between clubs and other relevant Council officers at Council’s active recreation reserves
• Develop and implement the club development program and closely support clubs to improve governance
• Lead the grant application process on behalf of Clubs and Council relating to opportunities to increase participation in sports clubs and improve facilities
• Supervise seasonal and casual ground and pavilion allocations through liaison with clubs, local sporting associations and external parties
Position Description
Sport Club Development Officer

- Undertake risk management assessments of Council’s active recreation reserves and pavilions whilst maintaining records and develop strategies to ensure appropriate follow-up action.
- Liaise with relevant Council departments to request and monitor appropriate standards for recreation reserves and sporting facilities.
- Maintain effective administration systems in place that are efficient, understood by the organisation and ensure information on file, electronic and manual is up to date and accessible.
- Carry out such duties as directed by the Coordinator Sport and Recreation, within the limits of their skill, competence and training, and in line with limits of the project/event budget set.
- Attendance at meetings and events outside of standard work hours will be required.
- Complete other duties as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Demonstrate initiative and problem-solving ability in relation to the development of specific initiatives and projects.
- Responsible for the efficient and effective management of Council’s active sport and recreation reserves and pavilions, in line with Council strategies, policies, objectives and budgets.
- Responsible for supporting CoPP sport and recreation clubs and servicing their needs by providing information relevant to their needs, and promoting the development of and participation in sport and recreation activities throughout the municipality.
- Responsible for providing information to clients and/or information and support to more senior employees regarding the provision of active recreation reserves and facilities for sport, recreation, leisure and community use.
- Moderate degree of authority to act on behalf of Council to achieve policy and strategy objectives.
- Represent Council’s position on Committees and at public meetings.

JUDGMENT AND DECISION MAKING

- Required to assist in the direct service delivery and the development of City of Port Phillips Sport and Recreation services throughout the municipality, guidance and advice is usually available.
- Required to represent Council and its corporate priorities in dealing with users and council facilities.
- Represent and advocate Council’s position on Committees and at Public Meetings as per defined roles.
- Required to manage relationships and determine appropriate usage levels.
- Ability to work with limited supervision and use professional knowledge, theory and experience in making decisions.
Position Description
Sport Club Development Officer

SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge and a proven track record in working with sports clubs, particularly in the area of business planning and club development.
- Understanding of relevant legislation, particularly regarding legal aspects of constitutions, incorporated bodies and sporting club structures
- Demonstrated experience in undertaking risk assessments in a sport and recreation environment
- Understanding of inclusion and accessibility issues
- Experience in marketing, promotions, sponsorship and capacity to write reports and submissions
- Mediation and conflict management skills
- Communicating to customers, community and volunteers with sensitivity, care and assertiveness where necessary

MANAGEMENT SKILLS

- Develop and maintain positive relationships and work cooperatively with a range of key internal and external stakeholders.
- High-level skills in setting priorities, managing time and resources with minimal supervision.
- Highly developed problem solving, planning and project management skills.
- Manage budgets and develop and manage funding applications.

OCCUPATIONAL HEALTH & SAFETY

- Understand and comply with, the Council OH&S Policy, procedures and legislative requirements relevant to the position.
- Take responsibility for individual / own health and safety and that of others in the workplace. This includes the reporting of incidents involving injury and near misses.
- Communicate with employee health and safety representatives and supervisors about OH&S matters.
- Proactively report any unsafe workplace practices and/or hazards and suggest injury prevention measures.
- Participate in regular training programs to improve awareness of risk management and health and safety within the workplace.
- Perform work in a safe and appropriate manner at all times.
Position Description
Sport Club Development Officer

INTERPERSONAL SKILLS

- Excellent communication skills
- Substantial experience in negotiation and conflict management skills.
- Ability to build healthy relationships with clubs, facility users and key partners
- Ability to gain co-operation and assistance from sport and leisure organisations, members of the public and other employees
- Ability to solve problems via consultation and discussion with groups or individuals
- Liaise with internal counterparts and representatives in other organisations to discuss and resolve subject specialist issues.
- Ability to represent Council in a positive and professional manner

QUALIFICATIONS AND EXPERIENCE

- Current Victorian Drivers Licence
- A tertiary qualification suitable for the position with some relevant experience, or equivalent substantial experience in providing facilities and services focused on sport, recreation, leisure and community use
- Knowledge and experience in the management of seasonal active recreation reserve allocations of public resources, facilities and spaces
- Experience in utilising systems to manage the use of active recreation reserves and facilities
- Demonstrated experience in supporting the deployment of Lean Thinking/Continuous Improvement across teams and departments'

KEY SELECTION CRITERIA

- Demonstrated excellence in stakeholder management through experience in proactively building constructive relationships, consultation, and liaison with sport and recreation clubs, associations and community organisations
- Demonstrated ability to develop and deliver club development and support programs that improve club governance and community participation
- Demonstrated experience influencing and successfully working in cross organisational contexts and an ability to build positive and productive working relationships.
- Proven ability to demonstrate political acumen as you apply problem solving and analysis skills to club related matters.
- High level interpersonal, negotiation, persuasion, written communication and presentation skills including the demonstrated ability to skilfully communicate complex issues to various sporting stakeholders in a busy, complex and political environment.
- Relevant sport, recreation or leisure degree with relevant experience or lesser formal qualifications with extensive experience