

POSITION DESCRIPTION

POSITION TITLE:	Senior Sport Recreation and Leisure Planner
DIVISION:	City Services and Living
DEPARTMENT:	Active Living
SECTION:	Sport Unit
CLASSIFICATION:	Band 8

POSITION OBJECTIVE:

- Lead the strategic planning of inclusive and sustainable sport, recreation and leisure places and infrastructure that responds to Hume City Council's vision of a thriving community with a strong sense of belonging and provides opportunities for Hume residents to be active, healthy and connected.
- Develop evidence-based sport, recreation and leisure policies that align to Hume City Council's broader goals of equity, sustainability and community wellbeing while responding to the evolving needs of Hume's diverse and growing population.

KEY RESPONSIBILITIES AND DUTIES:

Planning and Policy

- Research, benchmark and monitor participation, demographic and industry trends in sport and recreation to enable effective planning, modelling, provision and management of Hume City Council sport, recreation facilities, infrastructure and programs
- Develop and review sport, recreation and leisure plans including strategic plans, master plans, operation and activation plans that are consistent and Council's broader business and resource planning and reflective of Hume's diverse community and participation needs.
- Oversee the preparation and presentation of policy options for Council to make decisions within a framework that includes appropriate community consultation and the provision of professional advice.
- Develop feasibility studies, business cases, operation and activations plans, and grant and advocacy submissions for the development and improvement of Hume City Council sport, recreation and leisure places and facilities.
- Both respond to and oversee major project proposals that are received from external sources such as other levels of Government, sports clubs, key stakeholders and community groups that require a strategic planning response on behalf of the Department and/or organisation.
- Prepare high quality project management and governance plans in accordance with Hume City Council's project management framework and deliver high quality outcomes within budget and delivery timeline.
- Lead project working groups and facilitate Project Control Group meetings to report on key project milestones and seek endorsement for key project issues and decision points.
- Engage and manage specialist consultants to ensure the delivery of key performance targets and objectives.

Consultation and Engagement

- Undertake engagement with community and key stakeholders in accordance with Council's Community Engagement Framework including development of detailed consultation plans, options papers, survey design and analysis, market research, project website preparation, stakeholder workshops and other engagement methods.
- Lead and manage innovative consultation and partnerships with community, agencies, consultants, contractors, government stakeholders and leisure and recreation industry through inception, planning and delivery of key projects and strategies.
- Provide input into council's corporate and strategic planning to ensure that current and future sport, recreation and leisure needs are appropriately considered and fit for purpose.
- Participate in relevant committees and networks to develop relationships with other organisations and contribute to the broader planning and development of Council initiatives.
- Provide strategic planning and design advice and guidance to internal and external stakeholders on sport, recreation and leisure matters and projects.
- Represent Council on organisational working groups when required.

Presentation and Reporting

- Prepare concise, well written and researched project plans, consulting briefs, tender documents, council reports and presentations of a range of strategic projects related to sport, recreation and leisure.
- Prepare high quality briefings and reports for the Executive Leadership Team and Council on matters related to sport, recreation and Leisure projects, places, infrastructure, advocacy and policy.
- Deliver briefings and presentations to internal and external stakeholder groups, executive leadership team and Councillors for consultation and feedback, project progress and approvals.
- Initiate, develop and maintain effective relationships with a range of private, public and community sector stakeholders that contribute to strong project outcomes that reflect the Council's values and guiding behaviours.
- Oversee and directly manage operational requests for planning or policy works arising from Councillor, stakeholder and resident requests if required.

Other

- Undertake other duties as directed by the Coordinator Sport and Recreation and the Manager Active Living.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 2 of 10	Approved By: Manager People & Culture	Approval Date: June 2025
	Author: Manager People & Culture	Review Date: June 2026

ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Coordinator Sport and Recreation
Supervises:	N/A
Internal Contacts:	Relevant Departments and Business Units
External Contacts:	State and Federal Government and Departments Planning Authorities State Sporting Associations Non-governmental organisations Developers Community groups Residents & ratepayers

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OURVALUES

At Hume City Council, our Values underpin everything that we do.



We're better, every day

We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.



We're in it together

At Hume, everyone matters. We welcome and include all. Respect and safety are expected.



We show up

We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.



All for Hume

We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 3 of 10	Approved By: Manager People & Culture	Approval Date: June 2025
	Author: Manager People & Culture	Review Date: June 2026

WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation, and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 4 of 10	Approved By: Manager People & Culture	Approval Date: June 2025
	Author: Manager People & Culture	Review Date: June 2026

SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Sustainable Environment Department leads Council activities in this area; however, all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 5 of 10	Approved By: Manager People & Culture	Approval Date: June 2025
	Author: Manager People & Culture	Review Date: June 2026

POLICE CHECK: The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PRE-EMPLOYMENT MEDICAL CHECK <ul style="list-style-type: none"> The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) The incumbent must undergo a Pre-Employment Audio Test 	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PSYCHOMETRIC ASSESSMENT The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
OTHER DUTIES Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours.
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Operating within allocated budgets.
- Providing policy advice, and strategic direction on matters relating to sport and recreation participation and infrastructure planning throughout the City of Hume.
- Work that may be of an investigative, analytical or creative nature with the freedom to act generally prescribed by the Coordinator Sports and Recreation and/or Manager Active Living.
- Building and maintaining effective and strong relationships with internal and external stakeholders.
- The analysis and review of strategic plans, statutory planning amendments, business cases and related actions plans and work programs.
- The preparation and presentation of advice, briefings and reports to the Manager Active Living and as directed to the Executive Management Team and Council.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 6 of 10	Approved By: Manager People & Culture	Approval Date: June 2025
	Author: Manager People & Culture	Review Date: June 2026

JUDGEMENT AND DECISION MAKING:

The incumbent is required to:

- Exercise initiative in undertaking research and evaluation for the purposes of preparing recommendations and reports to the Coordinator Sports and Recreation and/or Manager Active Living.
- Develop appropriate methods and techniques for successful implementation of sport and recreation strategy, plans and policy.
- Make sound independent decisions, provide accurate technical advice and solve problems within the scope of the position.
- Analyse and interpret a wide range of information, draw sound conclusions and develop recommendations for the Coordinator Sports and Recreation and Manager Active Living.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- A high-level understanding of sport and recreation planning, trends, theories and methodologies and skills in applying these in urban and rural environments.
- Well-developed skills in strategic thinking, analysis and research methods and the ability to appraise information (both statistical, written and spatial) and apply in a sport and recreation setting.
- An understanding of sustainability principles and proven ability to apply these.
- Highly developed computer skills with a practical focus on planning, analysis and project management applications and outcomes.
- Demonstrated political acumen and experience in building and maintaining strong relationships with Councillors and key stakeholders.
- Practical knowledge of contemporary community consultation processes and place making skills and demonstrated ability to achieve cooperation and build capacity.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Operate with minimal supervision and show high levels of initiative.
- Well-developed skills in managing time and setting priorities to achieve a wide range of outcomes within broad parameters and within set timelines despite conflicting pressures.
- Project management skills including a demonstrated ability to lead a project team or working party to deliver sustainable and integrated planning and management outcomes.
- Effective management of stakeholder engagement and relationships
- Demonstrated understanding of human resource practices including those related to EEO, OH&S and employee development.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 7 of 10	Approved By: Manager People & Culture	Approval Date: June 2025
	Author: Manager People & Culture	Review Date: June 2026

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Demonstrated high level of verbal and written communication skills including the ability to prepare reports, recommendations, presentations and other relevant correspondence.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems and with other employees to resolve intra-organisational problems.
- Ability to gain cooperation and assistance from internal staff, relevant Government agencies, property developers and the business sector to achieve the objectives of this position.
- Strong stakeholder management skills and the proven capacity to develop networks within and external to Council.
- Ability to operate effectively and contribute to a team-based environment.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary qualifications in sport, recreation, leisure studies, landscape architecture, urban design, public policy, project management or other related fields with relevant experience.
- Demonstrated relevant experience in the preparation and implementation of sport and recreation strategies, plans and policy for established and emerging communities.
- Experience in the development and implementation of contemporary community consultation processes.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 8 of 10	Approved By: Manager People & Culture	Approval Date: June 2025
	Author: Manager People & Culture	Review Date: June 2026

TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in wet/slippy conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature:

Date:

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

- 1. Tertiary qualifications in sport, recreation, leisure studies, landscape architecture, urban design, public policy, project management or other related fields with relevant experience.
- 2. High level written and reporting skills with experience in developing strategic plans, policies, business cases, briefs, reports and other written documentation.
- 3. Highly developed, analytical, investigative and problem-solving skills to enable the formulation of policy options from within an organisational-wide framework.
- 4. Highly developed communication, community engagement and consultation skills including knowledge of and extensive experience working with and developing relationships with community groups such as local community and key stakeholder groups.
- 5. Thorough understanding and experience in applying planning project management techniques and principles.
- 6. Ability to collaborate effectively and manage multi-disciplinary teams across the organisation and create an environment that promotes high performance and professional development.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 10 of 10	Approved By: Manager People & Culture	Approval Date: June 2025
	Author: Manager People & Culture	Review Date: June 2026