

## POSITION DESCRIPTION

POSITION TITLE:	SPORT & RECREATION OFFICER
DIVISION:	CITY SERVICES & LIVING
DEPARTMENT:	ACTIVE LIVING
SECTION:	SPORT AND RECREATION
CLASSIFICATION:	BAND 5

### POSITION OBJECTIVES:

- To facilitate the administration and accessibility of Hume City Council sporting reserves, facilities, and open spaces to increase health and wellbeing outcomes and social connectedness for the Hume community through active and passive sport and recreation participation.
- To foster strong networks, communication and consultation with Hume sports clubs, the sport and recreation sector and residents, and provide support and guidance on sport and recreation matters in accordance with Council's policies and procedures.
- To liaise with internal departments to assist in the management and maintenance of Council's sports and recreation assets.

### KEY RESPONSIBILITIES AND DUTIES:

#### 1. Customer Service & Communication

- To act as the first point of contact for all internal and external stakeholders contacting the Sports Unit ensuring maintenance of a strong customer service focus.
- Network and communicate with residents, schools, community groups, sports clubs, leagues, state sports associations and governing bodies, sports professional organisations and government representatives including attendance at off-site meetings and/or after-hours meetings as required.
- Develop and conduct sports club pre-season information seminars.
- Promote sport and recreation opportunities and information to the Hume community and sports clubs and upkeep accurate sports and recreation information on Council's website and social media accounts.

#### 2. Facility Maintenance

- Record, report and ensure completion of user maintenance requests at sporting reserves and facilities in a timely manner.
- Coordinate with internal departments the implementation of required works for sports season transition including the replacements/removal of goals, line marking and cricket pitch uncovering.
- Liaise and communicate with internal departments to ensure that appropriate actions are implemented to maintain the condition of facilities on Council's sporting

reserves including regular asset condition inspections and facilitation of rectification of identified risks.

### 3. Bookings & Administration

- Coordinate the provision, allocation, access and use by the community of Council's sporting grounds, parks and facilities including the administration of annual, seasonal, and casual user agreements and user compliance with conditions of use.
- Administrate the Book-a-Court (Club Spark) system at identified Council tennis courts.
- Prepare and administrate the allocation of fees and charges associated with the use of sporting ground and facilities including monitoring and pursuing the payment of outstanding debts.
- Facilitate the distribution and recoupment of utility costs to tenant users of sporting grounds and facilities.
- Maintain an accurate record of all administration systems, procedures, facilities, and information relating to areas of responsibility including the administration of Council's key and alarm code registers.
- Facilitate the procurement of goods and services as directed by the Coordinator Sport and Recreation in accordance with Hume City Council Procurement Policy and Guidelines.
- Carry out other duties deemed reasonable and appropriate to the role as directed from time to time by the Coordinator Sport and Recreation.

<b>ORGANISATIONAL RELATIONSHIPS:</b>	
Reports to:	Coordinator Sport and Recreation
Supervises:	N/A
Internal Contacts:	Management and staff across the organisation
External Contacts:	Residents Sports Club Officials State Sporting Associations Community Organisations Professional Organisations State Government Private and public suppliers of goods and services

## 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

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

**OUR VALUES**

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

	<p><b>We're better, every day</b> We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.</p>
	<p><b>We're in it together</b> At Hume, everyone matters. We welcome and include all. Respect and safety are expected.</p>
	<p><b>We show up</b> We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.</p>
	<p><b>All for Hume</b> 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.</p>

**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.

**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.

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**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.

**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.

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<b>POLICE CHECK:</b> The incumbent must have and maintain a current Police Check	
<b>WORKING WITH CHILDREN CHECK:</b> The incumbent must have and maintain a current Working with Children Check	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>PRE-EMPLOYMENT MEDICAL CHECK</b> <ul style="list-style-type: none"> <li>The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug &amp; alcohol test. May also include cognitive assessment.)</li> <li>The incumbent must undergo a Pre-Employment Audio Test</li> </ul>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>PSYCHOMETRIC ASSESSMENT</b> 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
<b>OTHER DUTIES</b> 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:**

- 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.
- Ability to build and maintain effective and strong relationships with internal and external stakeholders.
- The preparation and presentation of advice, briefings and reports to the Coordinator Sport and Recreation.

**JUDGEMENT AND DECISION MAKING:**

- Develop appropriate methods and techniques for successful implementation of sport and recreation strategy and policy.
- Make sound independent decisions, provide accurate technical advice, and solve complex problems within the scope of the position.
- Ability to analyse and interpret a wide range of information, draw sound conclusions, and develop recommendations for the Coordinator Sport and Recreation.
- Guidance and advice would usually be available within the time required to make a choice.

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**SPECIALIST KNOWLEDGE AND SKILLS:**

- Knowledge and practical application of Councils goals, procedures, and policies.
- Proficiency in the application of sport and recreation principles, guidelines and trends gained through participation in industry-based training and development opportunities to local recreation issues.
- Highly developed computer skills with a practical focus on planning, analysis and project management applications and outcomes.
- Practical knowledge of contemporary community consultation processes

**MANAGEMENT SKILLS:**

- Ability to 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.
- Effective management of stakeholder engagement and relationships

**INTERPERSONAL SKILLS:**

- 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 departments to discuss and resolve complex problems relevant to the role
- Ability to gain cooperation and assistance from internal staff, State Sporting Associations, and members of the public to achieve the objectives of this position.
- Capacity to develop networks within and external to Council.
- Ability to operate effectively and contribute to a team-based environment.

**QUALIFICATIONS AND EXPERIENCE:**

- Tertiary degree in Sports and Recreation Administration with some experience in sport and recreation administration and/or facility management or a lesser qualification in a related field with relevant experience.
- Current driver's licence.

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### 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 type="checkbox"/>	<input checked="" 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 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"/>
Other special features (e.g., nature of chemicals, travelling requirements etc):				

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**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:
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**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 degree in Sport and Recreation Administration with some experience in sport and recreation administration and/or facility management or a lesser qualification in a related field with a minimum 3 years' experience.
2. A demonstrated understanding of the sport and recreation industry including current trends and issues.
3. Well-developed verbal and written communication skills including the ability to prepare and provide high quality, accurate documentation, reports, and correspondence.
4. High level customer service skills with demonstrated experience in community and public relations and the ability to undertake constructive conflict resolution on Council's behalf.

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