

Position Description

Position Title	Business Support Officer
Directorate	Community Development
Business Unit/s	Recreation & Leisure Services
Reports to	Service Lead Leisure Services
Classification	Level 5 – Inside Workforce Agreement

Organisational Overview

The City of Stirling is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 220,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1200 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:

- Approachable
- Responsive
- Transparent
- Innovative

Reporting Relationships

This position reports to Service Lead Leisure Services.

Business Unit Objectives

To provide and facilitate a wide range of sport, recreation, and healthy lifestyle opportunities for the community through the delivery of strategic community infrastructure planning, facility management, club development, beach services and community wellbeing.

Position Overview

The position provides business support to the Community Infrastructure Planning team and reports to Service Lead Leisure Services.

Position Objectives

- Manage Grants program for Leisure Services in terms of reviewing and evaluating grant submission information from sporting clubs and individuals for CSRFF grants and other grant funded project items.
- Assists with stakeholder consultation and engagement for community infrastructure planning projects
- Manage and respond to incoming queries and direct to Leisure Planning Team as appropriate, where unavailable accurately record messages and make appointments when required.
- Undertake information and trend data gathering for research projects when required to support service unit initiatives.
- Coordinate small events to mark the completion of projects, and collaborate with the Office of The Mayor -as required.
- Assist to track financial management of the Leisure Services budget.
- Assist with specific projects, admin support and reporting to ensure the objectives of the Community Infrastructure Planning Business Plan is met.
- Assist the Service Lead Leisure Services with compiling Key Performance Indicator data in order to update the Corporater Reporting system

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.

- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
Relevant secondary qualification in business.	Desirable
Knowledge, Skills, Experience & Abilities	
Strong communication skills, both oral and written, including research, report writing, and presentations.	Essential
Intermediate skills using MS Office Suite (Word, Excel, Outlook, PowerPoint).	Essential
Strong creative promotion and marketing skills.	Desirable
Ability to work in a team environment and with volunteer organisations.	Desirable
Understanding of sport and recreation industry trends.	Desirable
Strong organisational and events management skills.	Essential
Experience in the delivery of substantive community programmes/projects related to physical activity/participation and club development.	Desirable
Experience in local government.	Desirable
Considerable experience in a business / administrative position.	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	17 December 2024	Officer	Manager Recreation and Leisure
Last reviewed/Modified	Date	17 December 2024	Officer	Manager Recreation and Leisure Services