

# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Active Communities Project Officer	
<b>Classification:</b> Band 5	<b>Effective Date:</b> March 2023
<b>Reports to:</b> Coordinator Active Communities	<b>Tenure:</b> Permanent

### About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer  
Experience and  
Service Delivery**



**Great  
Organisational  
Culture**



**Innovation  
and Continuous  
Improvement**



**Good Governance  
and Integrity**



**Long Term  
Financial  
Sustainability**

### We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.

## Goal Statement

The Leisure and Recreation Services Department's mission is to activate and connect our community.

The Active Communities Project Officer will provide support and assistance in the delivery of a range of sport, recreation and open space projects and initiatives linked to Council's Recreation Strategy, Open Space Strategy and Parks Master Plans.

In addition this role will involve stakeholder management and consultation, providing technical and field support, coordinating grant funding opportunities, providing operational support and administering procedural systems in support of the Active Communities Unit.

## Key Responsibilities

### *Position Specific Responsibilities*

- Support internal and external stakeholders in the scoping, design, consultation and construction of club funded/grant funded capital projects;
- Provide technical and administration support by attending site meetings, completing reports and other documentation in a timely manner;
- Co-ordinate specific events that are requested to be undertaken by the Leisure and Recreation Services department (i.e. Community Awards events);
- Drive the delivery of procedural systems to effectively liaise and manage key stakeholder groups and committees such as the Whitehorse Sport and Recreation Reference Group including volunteer recruitment;
- Support the development of capital works planning processes and project manage minor capital works projects;
- Provide support for securing external funding partnerships including the application, acquittals and reporting;
- Support strong community partnerships with stakeholders in the provision of planning and operational recreation and open space projects;
- Co-ordinate the assessment of Community Grant applications relating to recreation and open space project initiatives;
- Manage various sport and recreation contracts, lease agreements or related agreements as required;
- Prepare and provide information on recreation issues, facilities and services to Council, residents, and other agencies.
- Support collaboration with peak sporting bodies to ensure alignment between Council and respective sports operating within the municipality, when designing and developing reserve infrastructure to ensure projects meet the needs of the community, are inclusive and respectful of Council and its priorities;

- Prepare innovative Council reports, project briefs, grants and other technical documentation for written and oral presentation in a timely manner;
- Support the delivery of Capital Works project and programs, understanding of the annual budget and monitoring of project budgets using Council's financial management systems to ensure compliance and to reflect the most up to date and accurate status of projects;
- Support the development of project management plans, project briefs, grants and other technical documentation.
- Contribute to the development of a culture of quality, industry best practice, continuous improvement, and customer focus across the department.
- Ensure a responsive, efficient and quality customer service approach for internal and external stakeholders.

#### *Corporate Responsibilities*

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Ensure appropriate care and use of assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

### **Authority**

Budget: Prepare relevant project or program budgets, and manage programs and projects within budget. Assist the Coordinator Active Communities in the preparation and monitoring of the budget for various projects or programs.

Staff responsibility: The position is responsible for the supervision of consultants, contractors and student placements as required.

Decision Making:

- The position has the freedom to act subject to industry standards, cost guidelines and supervision.
- Guidance and advice is usually available within the organisation.
- Project solutions are based on professional and technical knowledge identified through research, investigation and analysis.
- Ability to make decisions on projects and tasks, which may not be clearly defined, within established procedures and guidelines, but may require further research
- Independent decisions can be made in regard to work priorities, problem solving, dealing with issues and action to be taken. Initiative and creativity is expected.
- The position is required to fully brief the Coordinator Active Communities of significant issues but is able to make decisions on routine and project operational matters.

### Key Relationships

- The position will report to Coordinator Active Communities, as well as liaising with Coordinator Recreation and Open Space Development, other Department team members, staff and management across the organisation.
- The position is required to maintain professional relationships with sporting clubs, recreation groups, contractors, professional associations, community groups, residents and various government department and agencies.

### Skills and Attributes

#### Qualifications/Certificates/Licences and Experience

- Proven ability to work autonomously and as part of a team;
- Ability to work effectively with community members, sporting groups and residents;
- Well-developed negotiation and problem solving skills;
- Tertiary qualifications or significant working knowledge in leisure, recreation, sports management or a related field;
- Ability to effectively manage and provide technical/specialist advice into capital works and community grants projects;
- A valid Victorian driver's licence;
- Satisfactory National Criminal History Check;
- Working with Children Check; and
- At times will be required to attend out of hours meetings.

#### Technology

- Proficiency with the Microsoft Office suite, specifically Word, Excel and PowerPoint.
- Knowledge of GIS, InfoCouncil, HPE Content Manager and Pathway are desirable.

#### Interpersonal

- Strong communication skills demonstrated through the ability to liaise with a variety of stakeholders and build mutually beneficial relationships;
- Ability to establish and maintain positive relationships with stakeholders;
- Highly effective communication, incorporating written and verbal communication, facilitation, collaboration and partnership;
- Strong administrative support skills with the ability to prepare reports in a succinct way; and
- Highly developed organisational and time management skills with demonstrated ability to prioritise workloads, working professionally with a high attention to detail.

#### Leadership / Management

- Demonstrated project management skills;
- Ability to work within budget framework and understanding of funding processes; and
- Ability to complete projects within the defined time.

### Key Selection Criteria

1. Tertiary qualifications in recreation, leisure, project management or a related discipline combined with experience in recreation/open space/project management within a Local Government context.
2. Highly developed communication, community engagement, consultation and problem solving skills including negotiation, facilitation and conflict resolution.
3. Thorough understanding of grants and funding program management processes, community consultation, project management techniques, and report writing.
4. Extensive experience building and maintaining relationships with local residents and/or community groups e.g. community reference group/volunteer committees, community associations, sporting clubs or recreation groups.
5. Demonstrated performance as an effective team player and with a capacity to be an active member of workplace teams at multiple levels across the organisation.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Never / Rarely Performed	
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms		Performed Sometimes	
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.		Performed Sometimes	
<b>Standing</b> Tasks involve standing in an upright position		Performed Sometimes	
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height		Performed Sometimes	
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects		Performed Sometimes	
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another		Performed Sometimes	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body		Performed Sometimes	
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.		Performed Sometimes	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence		Performed Sometimes	

**Any other relevant comments:**

Short listed candidates may be required to attend a pre-employment medical examination

This position may be required to attend out of hours meetings