



WHITEHORSE CITY COUNCIL

Position description

Job title: Recreation Development and Inclusion Officer	
Classification: Band 5	Effective Date: January 2026
Reports to: Active Whitehorse Participation Team Leader	Tenure: Permanent Part-time (3 days per week)

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 provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our 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.



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City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.



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Goal Statement

The Active Whitehorse Department is committed to empowering, activating and connecting the community through inclusive, accessible and high-quality sport and recreation opportunities.

The Recreation Development and Inclusion Officer will support local sporting and recreation clubs and community groups, together with the Active Whitehorse Participation Team, to strengthen organisational capability and maximise participation outcomes. The role will champion diversity and inclusion, with a strong focus on accessibility, gender equity and equality of opportunity, including the application of Gender Impact Assessments (GIA), to ensure welcoming and inclusive environments for all members of the Whitehorse community.

Key Responsibilities

Position Specific Responsibilities

The Recreation Development and Inclusion Officer will contribute to the delivery of Active Whitehorse objectives by supporting inclusive, sustainable and well-governed sport and recreation opportunities across the municipality through the following responsibilities:

- Develop and implement strategies, policies and frameworks to support sustainable club growth and development across the municipality, ensuring effective use of existing resources and alignment with Council priorities.
- Lead initiatives to grow and enhance female participation in sport and recreation through targeted club capacity building, delivery of the Whitehorse Women in Sport Leadership Program, and the development of community use and infrastructure guidelines, including supporting the completion of Gender Impact Assessments (GIA) across Leisure and Recreation projects.
- Proactively build strong relationships with local sporting clubs, associations and community groups through consultation and collaboration, supporting the delivery of sport and recreation opportunities while educating stakeholders and managing expectations

regarding the provision and use of Council facilities.

- Analyse the operating environment for active participation, undertaking research into industry trends and emerging issues, and contributing to the development of responsive and efficient policy frameworks within a dynamic sport and recreation sector.
- Undertake research to enhance and support the promotion of recreation-based participation opportunities, including non-club-based and informal activities, to broaden access and participation across diverse community cohorts.
- Provide specialised advice and guidance to internal and external stakeholders on matters impacting community sport, recreation and leisure participation within Whitehorse.
- Support the delivery of existing initiatives and campaigns that advocate for increased and more equitable participation opportunities across sport, recreation and leisure.
- Coordinate club development programs and learning opportunities that build the capability, governance and sustainability of local clubs and associations, including initiatives ancillary to sporting activities.
- Identify current and future sporting and recreation needs and contribute to projects related to Council's recreational assets and infrastructure at sporting facilities.
- Facilitate and support funding and grant processes by assisting clubs and associations to access external funding opportunities that promote participation, inclusion and active communities.
- Manage and maintain effective working relationships with a range of internal and external stakeholders within a complex and politically sensitive leisure and recreation environment.
- Undertake other related duties as directed, consistent with the responsibilities of the position.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- 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.

Accountability and Extent of Authority

Budget: Provision of budgetary and project advice, monitoring and delivery of related projects within budget.

Staff responsibility: Nil

Judgement and Decision Making

- Formulate strategies and policies following analysis of options that respond to a range of complex issues.
- This position is generally responsible for creating a framework that will ensure projects meet relevant timeframes, budget constraints and customer expectations and there is relative flexibility in the position to ensure that this occurs.
- The ability to exercise sound judgement with minimal supervision and manage own workload is essential. Able to complete tasks within required timeframe and to the required standard despite conflicting pressures. Awareness of and compliance with Council policy and procedures and relevant industry standards is essential.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- Tertiary qualifications in Recreation, Sport, Leisure Studies, Planning, Project Management or a related discipline combined with project management experience.
- Substantial experience with policy and strategy development in a community/recreation/leisure based setting with an emphasis on stakeholder management, ideally in local government.
- Experience and knowledge of community/ societal health and wellbeing issues including equitable access to community facilities, club development, governance, participation, growth and industry trends (sport, recreation, leisure) is desirable.
- A valid Victorian driver's licence.
- Working with Children Check.
- Satisfactory National Criminal History Check



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Qualifications and Experience

Technology:

- Proficiency in the use of office-based PC programs such as the Microsoft Office Suite is essential. Knowledge of GIS is desirable.

Interpersonal Skills

- The ability to gain cooperation and assistance of other staff, the community and external agencies to discuss and resolve specialist problems and achieve desired outcomes for the City.
- Excellent facilitation skills to enable the successful management of consultation processes and stakeholders to achieve project outcomes.
- Ability to work in a politically charged environment, dealing with sensitive information and community groups
- Ability to develop and maintain effective working relationships with internal and external stakeholders
- Highly effective interpersonal skills, incorporating written and verbal communication, facilitation, collaboration and partnership.
- Highly effective communication, mediation and conflict resolution skills.
- Ability to work autonomously and in a team environment and high quality facilitation skills to drive and facilitate meetings, forums and stakeholder discussions.

Key Relationships:

- Required to negotiate and influence and maintain professional relationships with Government departments, community agencies, project stakeholders, steering groups, consultants, other Municipalities, service providers, staff associations, suppliers, community groups, sports clubs, business groups and customers.

Management Skills

- Ability to manage a variety of complex tasks concurrently.

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- Ability to develop and implement organisational planning and design policy and contribute to the development of corporate policy.
 - Proven ability to manage, mentor and motivate key stakeholders in achieving identified project outcomes and shared decision-making.
 - Ability to influence sensitive community groups, steering projects to achieve desired outcomes whilst working resiliently and autonomously (sports associations, clubs, residents).

Key Selection Criteria

- Tertiary qualifications in Recreation, Sport, Leisure Studies, Planning, Project Management or a related discipline combined with experience in project management and the development of policy and strategy in a community/sport/recreation/leisure-based setting
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- Thorough understanding of community consultation, project management techniques and principles and the demonstrated capacity to deliver quality projects on time and within budget.
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- Interpersonal, facilitation, consultation, negotiation and engagement skills, and the ability to negotiate and problem solve. This includes experience working with engaged stakeholders
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- Knowledge of community / society health and wellbeing trends (including issues of equitable access to opportunities), sport and recreation club development, governance, participation, growth, industry trends and challenges.
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- Ability to build productive stakeholder relationships to work in partnership with, influence, educate and manage expectations of state, regional and local sports associations and sports clubs in the provision of sport and recreational facilities and activities

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Performed Sometimes	
Hand/Arm Movement Tasks involve use of hand/arms		Performed Sometimes	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Rarely Performed	
Standing Tasks involve standing in an upright position		Performed Sometimes	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Performed Sometimes	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Performed Sometimes	
Lifting/Carrying 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	<i>Comments</i>
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Rarely Performed	
Keyboard Duties Tasks involve sitting at workstation and using computer.		Performed Often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence		Performed Sometimes	

Any other relevant comments: