Whitehorse City Council

Position description

Position title: Recreation Services Project Officer	
Classification: Band 5	**Effective Date**: March 2026
Reports to: Active Whitehorse Participation Team Leader	**Tenure**: Temporary

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	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

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.

Goal Statement

The Active Whitehorse Department's mission is to empower, activate and connect our community.

The Recreation Services Project Officer will provide support and assistance in the delivery of a range of sport and recreation projects and initiatives linked to Council's Active Whitehorse Strategy.

In addition, this role will involve stakeholder management and consultation, providing technical and field support, overseeing the Whitehorse Sport and Recreation Awards, administering the Whitehorse Sport and Recreation Advisory Committee, providing operational support and administering procedural systems in support of the Participation team.

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 and/or deliver specific events that are requested to be undertaken by the Active Whitehorse department (i.e. Whitehorse Sport and Recreation Awards);
- Drive the delivery of procedural systems to effectively liaise and manage key stakeholder groups and committees such as the Whitehorse Sport and Recreation Advisory Committee, 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;
- Support the management and/or development of 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 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

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.

Accountability and Extent of Authority

Budget: Prepare relevant project or program budgets and manage programs and projects within budget. Assist the Participation Team Leader 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.

Judgement and 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 Participation Team Leader of significant issues but is able to make decisions on routine and project operational matters.

Specialist Knowledge and Skills

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;
- Ability to effectively manage and provide technical/specialist advice into capital works and community grants projects;
- A valid Victorian's 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.

Qualifications and Experience

Qualifications/ Certificates:

- Tertiary qualifications or significant working knowledge in leisure, recreation, sports management or a related field.

Interpersonal Skills

- 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, manage multiple active priorities and working professionally with a high attention to detail.

Key Relationships:

- The position will report to Participation Team Leader, as well as liaising with Coordinators for the Active Whitehorse Development team, and 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.

Management Skills

- Demonstrated project management skills;

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

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence or ability to travel around the municipality and city as required for work.
- The incumbent may be required to attend out of hours work meetings (eg. Council briefing and meetings: events)

Key Selection Criteria

1. Tertiary qualifications in recreation, leisure, project management or a related discipline and/or 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
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Rarely	
Hand/Arm Movement Tasks involve use of hand/arms	Computer use	Frequently	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Rarely	
Standing Tasks involve standing in an upright position		Rarely	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Rarely	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Walking to meetings	Sometimes	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Rarely	
Physical Functional Demand	**Specific Physical Job Tasks**	**Frequency/Duration of performance of task per day**	**Comments**
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Rarely	
Keyboard Duties Tasks involve sitting at workstation and using computer	Writing and editing	Frequently	

Satisfactory Vision Standard of vision required equal to that required for driver's licence	Standard of vision required equal to that required for driver's licence	Frequently	

Any other relevant comments:
This position may be required to attend out of hours meetings