

WHITEHORSE CITY COUNCIL

Position description

Job title: Sports Development and Participation Officer	
Classification: Band 7	Effective Date: September 2025
Reports to: Coordinator Active Communities	Tenure: Temporary to 23 February 2026

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.

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

The position is responsible for proactively planning and managing current and future utilisation of key Council recreation/sport facilities from a policy development and club development perspective with an emphasis on equitable participation, physical activity and health focussed outcomes. This role will involve significant interaction with sport and recreation stakeholder representatives, management, and other relevant staff throughout the Council, as well as a focus on undertaking research, promotion, stakeholder capacity building and policy development.

Key Responsibilities

Position Specific Responsibilities

- Develop strategies and policies to effectively manage club growth and explore club development in the municipality within existing resources.
- Work to grow and enhance female sport and recreation participation in the municipality through club capacity building, delivery of the Whitehorse Women in Sport Leadership Program and development of community usage and infrastructure guidelines, including supporting the completion of gender impact assessments across all Leisure and Recreation projects.
- Proactively build relationships, consult and collaborate with key community groups such as sports associations and clubs to assist delivery of recreation to the community as well as educate and manage expectations around the delivery of facilities for community sport and recreation.
- Analyse the current operating environment for active participation and proactively conduct research into sporting industry trends, developing a policy framework to be more efficient and responsive in a dynamic industry.
- Undertake research into enhancing and support the promotion of recreation based participation for non-sporting club based activities.
- Provide specialised advice to internal and external stakeholders regarding matters impacting community sport and recreation in Whitehorse
- Explore promotion / marketing and activation opportunities for Council facilities either through infrastructure development or operational arrangements that lower barriers and increase wider community usage
- Support existing initiatives and campaigns advocating for greater opportunities in sport, recreation and leisure.

- Coordinate club development opportunities to educate and develop the capacity of local clubs and associations throughout the municipality (including the provision of initiatives ancillary to the sporting activity).
- Build partnerships with community health providers, not-for-profit organisations and businesses and work together to resource initiatives within community sport and recreation settings that deliver positive health and wellbeing outcomes
- Collate and assess current usage data of Council's sporting facilities and explore opportunities for different approaches to develop sports infrastructure.
- Ascertain the capacity of sustainable use of Council's sports fields via audits of use and usage policies; assess current usage and capacity of Council's sporting facilities and develop policies based on the findings.
- Identify sporting need and undertake projects related to current and future recreational assets and infrastructure at sporting facilities within the Council.
- Facilitate funding/grants processes, supporting clubs to access and gain external funding and to promote and encourage active communities.
- Develop usage policies and guidelines that support maximum community utilisation of public sporting facilities.
- Identify and develop plans for opportunities for new capital projects that facilitate growth.
- Manage and administer various sport and recreation lease agreements or related documented management model arrangements as required.
- Represent Council as a key advocate on Eastern Region projects in the development of sports strategies and sporting codes.
- Manage important relationships both internal and external in a political and demanding Leisure and Recreation Services Department.
- Any other related duties as directed.

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.

- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.

Accountability and Extent of Authority

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

Staff responsibility: Casual and temporary staff from time to time, contractors and consultants deemed relevant and related to projects undertaken by the incumbent. Support and guide other departmental staff in their development. Provide support and guidance to student placements and interns.

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.
- Satisfactory National Criminal History Check.

- Working with Children Check.

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:

- The incumbent liaises with Councillors, management and staff at all levels up to and including Directors and the Chief Executive Officer and provides advice on all issues pertaining to Leisure, Parks Planning and Recreation.
 - 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.
- Ability to develop and implement organisational planning and design policy and contribute to the development of corporate policy.
- Ability to influence sensitive community groups, steering projects to achieve desired outcomes whilst working resiliently and autonomously (sports associations, clubs, residents).

- Proven ability to manage, mentor and motivate key stakeholders in achieving identified project outcomes and shared decision making.

Key Selection Criteria

1. 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
2. Thorough understanding of community consultation, project management techniques and principles and the demonstrated capacity to deliver quality projects on time and within budget.
3. Highly developed interpersonal, facilitation, consultation, negotiation and engagement skills, and the ability to negotiate and problem solve. This includes experience working with engaged stakeholders
4. Extensive 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.
5. 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	Comments
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:

- Short listed candidates may be required to attend a pre-employment medical examination.
- The position will require working from different locations within the municipality and will be required to attend out of hours meetings.