



# Northern Peninsula Area Regional Council

## POSITION DESCRIPTION

|                        |  |                            |           |
|------------------------|--|----------------------------|-----------|
| <b>Position number</b> | TBA  | <b>Date of last review</b> | June 2023 |
| <b>Position Title</b>  | Sports and Recreation Support Officer  |                            |           |
| <b>Award</b>           | <i>Queensland Local Government Industry (Stream A) Award – State 2017</i>    |                            |           |
| <b>Classification</b>  | Band 1 Level 1- 4 (Dependant on skills and qualifications)                   |                            |           |
| <b>Division</b>        | Community Services   |                            |           |
| <b>Section</b>         | Corporate Services   |                            |           |
| <b>Location</b>        | Based at New Mapoon with activities delivered across Northern Peninsula Area |                            |           |
| <b>Employment Type</b> | Temporary Fixed-Term Contract <i>until 30 March 2025</i>                     |                            |           |
| <b>Hours of Duty</b>   | 36.25 Hours per week   |                            |           |
| <b>Supervisor</b>      | Sports and Recreation Coordinator  |                            |           |
| <b>Direct Reports</b>  | Nil  |                            |           |

### ORGANISATIONAL ENVIRONMENT

#### Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

#### Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving, and protecting our unique physical environment and unique Cultural Heritage, prolonging, and enriching the lives of our People, promoting unity and leading multi-generational change.

#### Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture, and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

### CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream B) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

### WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

## **PRIMARY OBJECTIVE OF POSITION**

The Northern Peninsula Area Regional Council Sports and Recreation Support Officer will maintain and improve the quality of life, health, and wellbeing of NPA regional residents by developing, promoting and delivering quality sport and recreational activities, with a focus on both youth and senior citizens programs. This role will also contribute to the efficient and productive operation of the community services initiatives delivered by Council.

## **KEY ACCOUNTABILITIES**

Duties and responsibilities include but are not limited to:

- Support the delivery of NPARCs sport and recreation program.
- Support Coordinator in delivering sport/recreation activities for children and a variety of adult sport and recreation programs per seasonal sporting calendar.
- Support the delivery of programs and activities specified in the short-term and long-term plans.
- Support delivery of a School Holiday Program.
- Support Coordinator with preparation of sport and recreation carnivals and events, including travelling (or driving bus where necessary).
- With direction of Coordinator, support local school staff with sport and recreation programs by attending the school where appropriate.
- With direction of Coordinator, assist Council Parks and Gardens staff in preparing sports fields/ovals for competition, including (but not limited to) marking of rugby league field. Additionally, ensuring oval condition is to high standard to minimise risk of injury.
- Assist participants in seeking opportunities to attain accreditation in the areas of coaching and refereeing/umpiring various sports.
- Advise Coordinator specific needs relating to sport and recreation that will facilitate increased participation rates, including facilities, policies, and programs.
- Continue to strengthen working relationships and partnerships with local and regional sport and recreation groups, local schools, and other key stakeholders.
- Attend local and regional meetings/training days that relate to sport and recreation.
- Other duties commensurate with the position and those that are reasonably directed by direct line manager.

## **PERFORMANCE INDICATORS**

1. All duties are completed in a timely and efficient manner.
2. All programs are delivered effectively and planning for continuous improved is discussed transparently with direct line manager.
3. Compliance with all Policies & Procedures applying to the duties of the position.
4. Compliance with all workplace health and safety standards and Council policy.
5. Compliance with the adopted Code of Conduct.
6. Punctuality and Reliability and courtesy always.

## **SELECTION CRITERIA**

Qualifications:

- Relevant work experience in sports and/or recreation discipline.
- Possession of, or the ability to acquire, a Working with Children Blue Card.
- A current "C" class motor vehicle license, and a willingness to obtain an "MR" class license.
- A current First Aid & CPR Certificate.
- Previous work experience in the sport and recreation industry, particularly in Local Government (desirable).
- Sports Coach certificates (desirable).

SC2 Skills:

- Demonstrated ability to communicate effectively with people of all ages.
- Demonstrated ability to develop networks with various community stakeholders, and to facilitate the delivery of the sport and recreation needs of the community.
- Highly developed written and verbal communication skills.
- Instructing and coaching skills in a variety of sports.
- Demonstrated ability to supervise staff and provide support.
- Demonstrated mentoring skills.

SC3 Knowledge:

- Demonstrated knowledge of sport and recreation issues, particularly in relation to rural and remote communities.
- Broad knowledge of a variety of sports and recreational activities.
- Knowledge of the Workplace Health & Safety Act and Regulations.
- Experience in delivering physical activities for all age groups.
- Ability to provide a range of youth activities – primary and secondary.

We agree that this Position Description accurately reflects the role.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

Exec. Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)