



Position Description

As At 08-Jan-2018

Position Title:	Projects and Recreation Officer
Position Code:	1147
Department:	Community Wellbeing
Business Unit:	Projects & Recreation
Work Group:	Projects & Recreation
Position Classification:	Band 5
Effective Date:	October 2014

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

1.0 Position Objectives

- 1.1 As part of a team, assist in working proactively with local community groups and organisations to plan and implement strategies and projects which support the development of stronger and more resilient communities and enhance quality of life.

2.0 Key Responsibilities

- 2.1 Work within the Projects & Recreation unit to plan and develop a range of projects and activities to meet community needs and achieve agreed goals and targets.
- 2.2 Work pro-actively with local communities and community groups to provide information, initiate and implement, strategies and projects which support the development of stronger communities.
- 2.3 Maintain files, records and databases, and collate information for reports and acquittals as required; and prepare statistics and undertake research to support the activities of the Projects & Recreation unit.
- 2.4 Manage and update the Community Directory, website content and development of promotional material.
- 2.5 Assist in the implementation of the Community Grants Program.
- 2.6 Assist the Projects & Recreation Coordinator in the development of recreation reserve masterplans and monitoring of user fees & charges.

3.0 Core Physical Requirements

- 3.1 Capacity to undertake office based activities including sitting at a desk and using a computer for extended periods.
- 3.2 Capacity to work in an outdoor environment for varying periods of time.
- 3.3 Capacity to traverse uneven surfaces or stairs.
- 3.4 Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 3.5 Capacity to drive a vehicle.

4.0 Accountability and Extent of Authority

- 4.1 Authority to provide general information in response to telephone and counter enquiries in relation to Projects & Recreation unit activities.

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4.2 Authority to represent the unit on Council and community committees as required.

4.3 Accountable for ensuring the position objectives are achieved.

5.0 Judgement and Decision Making

5.1 This position operates within specific guidelines but is required to exercise discretion in the application of established standards and procedures.

5.2 Guidance and advice is available from senior staff.

5.3 This role is required to solve problems that can be complex and may require some creativity in finding a solution.

6.0 Knowledge and Skills

6.1 Specialist Knowledge and Skills

6.1.1 Previous experience in working with community groups in achieving identified goals.

6.1.2 A demonstrated understanding of some of the issues facing community groups and volunteers.

6.1.3 Proficient in the operation of office and screen based equipment, including the Microsoft Office suite of programs, with an emphasis on data base and access. Website and development of promotional material.

6.1.4 A sound knowledge and skills to maintain upgrade of website content and develop promotional material.

6.1.5 Knowledge of funding programs and basic financial procedures to ensure that work is undertaken within budget limits.

6.2 Management Skills

6.2.1 Experience in planning and implementing community projects in a timely manner and within the allocated budget.

6.2.2 High level organisational and time management skills, including ability to work autonomously, set priorities and meet objectives within set timeframes.

6.3 Interpersonal Skills

6.3.1 Demonstrated ability to liaise effectively with all levels of staff, senior management, Councillors, external agencies and with the wider community to achieve identified goals.

6.3.2 Demonstrated ability to assist, support and work cooperatively in a team environment to provide a quality service.

6.3.3 Excellent communication skills, both verbal and written and a demonstrated capacity to produce reports within operational area.

6.3.4 A demonstrated ability to be objective and impartial.

6.3.5 Sound problem solving skills are required.

7.0 Qualifications and Experience

7.1 Tertiary qualifications in Community Work or Social Sciences or a lesser qualification and/or relevant experience in the community development field.

7.2 Experience in working with community groups or agencies to achieve identified goals.

7.3 Experience in the administration, planning and implementation of successful community projects.

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7.4 Current Working With Children Check.

8.0 Key Selection Criteria

- 8.1 Tertiary qualifications in Community Work or Social Sciences or a lesser qualification and/or relevant experience in the community development field.
- 8.2 Experience working with community groups to achieve agreed outcomes.
- 8.3 A demonstrated understanding of some of the issues facing community groups and volunteers.
- 8.4 Experience in the administration, planning and implementation of successful community projects.
- 8.5 A demonstrated ability to be objective and impartial.
- 8.6 Sound communication and problem solving skills.
- 8.7 Highly developed organisational and time management skills and the ability to work autonomously.
- 8.8 A demonstrated ability to assist, support and work cooperatively in a team environment to provide a quality service.
- 8.9 Proficient in the operation of office and screen based equipment, including the Microsoft Office suite of programs, with an emphasis on database management and access.

9. Authorisation

Authorised by: Director - Community Wellbeing

Date: _____

Employee's Signature

Date: _____