POSITION DESCRIPTION

Position Title:	Coordinator Recreation and Facilities
Position Number:	7039
Group:	Infrastructure and Planning Services
Business Unit:	Infrastructure Services
Service Unit:	Recreation and Facilities
Reports To:	Manager Infrastructure Services
Grade:	15
Hours Of Work:	35 hours per week
Last Date of Review:	October 2025
Last Date of Evaluation:	Dec 2017

Role Function Summary

This position is responsible for the holistic planning and implementation of council's approach to recreation planning and development, open space maintenance and facility management.

Key Responsibilities (Major and Essential Job Functions)

- Manage the provision of strategic open space and recreation planning, master planning, policy development, strategic planning, financial planning, and risk management that will inform and guide council's provision of services within Recreation and Facilities.
- Develop, manage, monitor, and report on Service Level Agreement performance, budget, and estimating processes for the maintenance of parks and facilities.
- Lead, support and coach staff in undertaking the work and projects of the section.
- Liaise with Manager Infrastructure Services and other relevant managers to ensure works are prioritised effectively and efficiently and in line with stated policies and plans.
- Responsible for the effective and efficient deployment of sports council and other key stakeholder groups processes and their overall engagement with council.
- Provide input into the preparation of Council's Capital Works Programme and long-term financial budgets
- Facilitate the delivery of strategic projects ensuring that these are delivered successfully in terms of quality, cost and time.
- Coordinate and implement efficient and effective continuous improvement processes for recreation and facilities eg quality management, performance management, program evaluation, service delivery reviews, best practice and benchmarking approaches.
- Coordinate and administer contracts for the performance of construction and maintenance works and services.
- Ensure Council's work health & safety (WHS) and environmental policies, procedures and systems are implemented, monitored and supported.
- Maintain contemporary knowledge of information and communication technology as it relates to the efficient and effective functioning and performance of the section.

- Coordinate the daily operations of the section within approved budgets, delegations and administrative processes.
- Maintain operational oversight of the section so as to inform and participate in planning and reporting processes.

Other Functions and Responsibilities

The incumbent is required to undertake any other duties, projects or tasks as directed by the Manager, which are within his/her skills, competence and training.

Organisational Responsibilities:	
Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.	
Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESSP - Engaged people; Safe and Sustainable workplace; and a Performance based culture.
Our Purpose	To "create community".
Values and Behaviours	Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are: **Accountable:** We know what we do, and do what we say **Connected:** We work together to create community **Integrity:** We do the right thing **Care:** We are people who care **Adaptable:** We are ready to respond
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all Council policies and procedures related to this position. Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

Organisational Relationships	
Internal Relationships:	Manager Infrastructure Services, Other staff, Leadership Team, Executive Leadership Team, General Manager
External Relationships:	Sports Council, Customers, Government Departments, Community Organisations, Contractors, Consultants
Direct Reports:	Parks Management Officer, Facilities Management Officer, Cemetery Management Officer
Indirect Reports:	Team Leader Parks, Team Leaders Parks Infrastructure Maintenance, Parks Operator, CBD Caretaker, Parks Apprentice,

Specifications and Technical Skills:

Essential Criteria:

- A tertiary degree qualification in parks management, facilities management, recreation planning or

other discipline relevant to parks, recreation or facilities management.

- Demonstrated experience in the implementation and delivery of recreation or facilities management programs.
- Extensive planning and policy development experience including proven ability to develop and implement a range of recreation and facilities plans and policies
- Well-developed stakeholder consultation and engagement skills, with the ability to design and undertaken effective consultation plans with internal and external stakeholders, including community groups.
- Understanding and/or experience in working with the principles of business excellence and a continuous improvement culture e.g. service delivery reviews.
- Well-developed interpersonal skills and excellent written and oral communication skills and the ability to provide clear written and verbal advice
- Demonstrated ability to create, lead and manage a small high-performing team which will include the ability to coach, mentor and if appropriate performance manage team members
- Class C drivers licence

Desirable Criteria:

- Sound knowledge of computer programs, e.g. Microsoft Office, Content Manager, Authority, Reflect.
- Knowledge and experience in the establishment and management of an integrated quality, WHS and environmental management system
- WHS Construction Induction Card (White card)

Licences and Tickets:

- Driver's Licence

Physical Requirement/ Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT												
ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓					✓					
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Swimming		N/A										
Driving		✓						✓				

Is there any requirement for manually lifting loads up to:	☐ 5kg ☐ 10kg ☐ 15kg ☑ 20kg ☐ 25kg ☐ >30kg ☐ >40kg	
Hand Manipulation Required?	☑ YES ☐ NO ***(If YES, complete questions below)***	
Repetitive Hand Movements?	☑ YES ☐ NO	
Simple Grasping? *(e.g. holding a bottle)*	**Right Hand** ☑ YES ☐ NO	**Left Hand** ☑ YES ☐ NO
Power Grasping? *(tight grip)*	**Right Hand** ☑ YES ☐ NO	**Left Hand** ☑ YES ☐ NO
Pushing Pulling? *(to or from the body)*	**Right Hand** ☑ YES ☐ NO	**Left Hand** ☑ YES ☐ NO
Fine Manipulation? *(fine finger movements)*	**Right Hand** ☑ YES ☐ NO	**Left Hand** ☑ YES ☐ NO

Tick if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete		Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: Coordinator Recreation and Facilities **Occupant:** _____

Skills Progression Requirements: ☑ Achieved Step	**Salary Step**	**N/A**	**1**	**2**	**3**	**4**
A tertiary qualification in parks management, facilities management, recreation planning or other discipline relevant to Parks or Facilities.	1					
Demonstrated ability to lead and manage a diverse range of relevant services in a dynamic, community focussed environment	1					
Extensive planning and policy development experience including proven ability to develop and implement a range of Parks and Facilities plans and policies	1					
Demonstrated experience in the implementation and delivery of parks or facilities management programs.	1					
Demonstrated ability to establish and maintain effective relationships internally and externally	1					
Demonstrate ability to manage, monitor, and report on Service Level Agreement performance, budget, and estimating processes for the maintenance of parks and facilities	2					
Successful completion of 30% of positions training requirements. Refer to Position Training Requirements	2					
Demonstrated professional, consistent and flexible approach to allocated tasks with a strong solutions orientated attitude.	2					
Demonstrated ability to undertake tender and contract documentation	2					
Advanced working knowledge of the Infrastructure Delivery Program Areas computer software i.e. "Authority" Reflect, Microsoft Office Suite etc.	2					
Demonstrated project management skills and ability to work to a budget.	3					
Demonstrated ability to cross skill through performing responsibilities of other team members	3					
Actively contributes to development of Council Policies and Procedures relating to the Infrastructure Delivery Area	3					
Successful completion of 60% of positions training requirements. Refer to Position Training Requirements	3					
Demonstrated ability to act in higher position for less than two weeks	3					
Successful completion of 100% of positions training requirements. Refer to Position Training Requirements	4					
Initiates and implements new systems that enhance the operation of the Infrastructure Delivery area.	4					
Demonstrated ability to act in higher position for more than two weeks	4					

Demonstrated ability to mentor other team members	4					
Evidence of self-development through completion of additional relevant tertiary qualifications	4					

Sign Off:

I agree to work in accordance with the requirements and expectations outlined in this position description.

Job Holder Name	Signature	Date

Approved by:

Manager Name	Signature	Date

Skills Review Year (eg 2023): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

People Leader's comments on Employee's skill step assessment:

_____

_____

_____

Employee's Comments: _____

_____

_____

_____

Name Signature Date

Coordinator's Comments: _____

_____

_____

_____

Name Signature Date

Manager's Comments: _____

_____

_____

_____

Name Signature Date

Summary of Skills Assessment	**1**	**2**	**3**	**4**
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
☑ **Proposed Salary Step Placement**				