

# SPORT & RECREATION TEAM LEADER



<b>Position:</b>	<b>Sport &amp; Recreation Team Leader</b>
<b>Classification Level:</b>	Level 4
<b>Temporary:</b>	Full Time (12 month contract)
<b>Reports to:</b>	Regional Services Manager

## Organisational Environment

The West Daly Regional Council commenced operations on 1 July 2014. The council was formed as part of the 2013 Local Government reforms in the Northern Territory. It includes the communities of Peppimenarti, Palumpa and Wadeye and has a population of approximately 3000.

## Personal Attributes

**Ethical behavior** – It is imperative that the Sport & Recreation Team Leader displays the highest level of integrity and ethical conduct.

**Attitude** – demonstrates a positive approach towards the workplace ensuring to display appropriate behaviors and to be seen as a respected role model.

**Discretion** – being able to make decisions on what to do in a variety of situations and ability to make sound judgments.

**Consistency of service** –all work performed by the officer needs to be of the highest quality and consistent.

**Safe work practices** – perform all work duties following WHS regulations.

## Summary of Position

This position is responsible for managing the day to day operations of sport & recreation services.

## Position Liaises with

<b>Internal</b>	<b>External</b>
Chief Executive Officer	Government Representatives
Executive team	Community Organisation Representatives
Regional Service Managers	Local Government Association Of the Northern Territory (LGANT) staff
All Council Staff	Consultants & Community members

## Specific Duties

The Sport and Recreation Team Leader is responsible of supervising, overseeing and monitoring recreational, leisure and sporting events in all weather conditions. They may be expected to lift, carry and manage equipment and supplies, and participate in and train others in sporting activities.

The Sport & Recreation Team Leader may be required to work odd or long hours at a time to complete special requests, projects or to assist with the coordination of evening and out of hour's activities. Further to this, the Sport and Recreation Team Leader may be required to participate in and lead strenuous physical activities, both indoors and out.

- Coordinate and promote objectives for sport & recreational activities.
- Encourage establishment of sports committees in individual communities.
- Work with the Grants Officer in ensuring grant funding requirements are being met, and funds are being expended as per the funding agreement.
- Provide monthly plans and reports within required timeframes.
- Coordinate and develop cultural events and sports events in the community.
- Promote sport & recreational activities within the community through print advertising, inclusion in community event calendars and social media.
- Encourage and incorporate cultural activities with sport and recreation for all community members.
- Develop strategic plans for the delivery of future sports and recreation activities.
- Supervise, train and mentor Sport & Recreation Officers, including assisting with the onboarding process for new employees.
- Liaise with Sport & Recreation Team Leaders from Palumpa and Peppimenarti to build Council wide competitions and sporting events.
- Coordinate and attend sporting events within the Northern Territory as required by the funding body.
- Assist with the provision of transportation and travel arrangements for community members to sport and recreation events.
- Maintain a safe working environment and ensure Workplace Health & Safety regulations are adhered to.
- Work with community members to promote empowerment and encourage community ownership for all sports and recreational activities.
- Adhere to all Council policies and procedures, and ensure Sport & Recreation Officers have a clear understanding of Council expectations.

## Key Performance Indicators

### Authority and Accountability

- This position reports to the Regional Services Manager, Wadey, and is responsible for the delivery of all sport and recreation programs in the Community, including softball, AFL, basketball, after school care and vacation care programs.

### Judgement and Problem Solving

- Strategic and decision making skills with an analytical and innovative approach to problem solving.

- Ability to comply with funding agreements, including working with the Grants Officer and Finance Manager to determine budgetary requirements to be met.
- Ability to work both autonomously and cooperatively within a small team, with the flexibility to adapt to changing priorities and commitment to continuous improvement in the community.

### **Specialist Knowledge and Skills**

- Strong organisational skills and experience in business planning and performance reporting.
- An awareness of issues affecting Indigenous people in remote locations and ability to operate effectively in a cross-cultural environment.
- Understanding of community development.
- Sound knowledge of the principles of Workplace Health & Safety.
- Experience in coordination of sporting events.

### **Management Skills**

- Demonstrated experience in managing sport & recreation activities and programs in a collaborative manner.
- Demonstrated ability to lead, manage and develop staff from a range of backgrounds and in a cultural context.

### **Interpersonal Skills**

- Excellent relationship management, negotiation, consultation, networking and partnering skills with all levels of staff.
- Proven ability to communicate effectively with Indigenous people.

### **Qualifications and Experience**

- A current full driver's licence.
- First Aid Certificate.
- Working with Children Card.
- Diploma in Sports and Recreation or related discipline.

### **Approval**

This appointment is a temporary (12 month) position and the appointed applicant will be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.



Glenda Teede  
Chief Executive Officer

Created:	1 <sup>st</sup> October 2014
Version:	2
Updated:	23 <sup>rd</sup> September 2015