



# Recreation Development Coordinator

**October 2024**

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# Recreation Development Coordinator – F240199

Full-Time, \$92,451.53 per annum (plus entitlements)

## The Position

The Shire is seeking a suitably qualified and passionate individual to support the delivery of key strategic priorities. The Recreation Development Coordinator is responsible for the coordination and delivery of a quality, safe and high level of customer service and program delivery for the Manjimup Regional AquaCentre, as well as building capacity in the community sport and recreation sector.

This role includes, but not limited to:

- Responsible for the delivery of a quality, safe and appropriate aquatic environment for customers, maximising people's enjoyment and encouraging return visits. This will be achieved through appropriate equipment and plant management and maintenance, employee supervision and training, and effective coordination of Facility employees.
- To ensure a high level of customer service and excellence in program delivery meeting the needs of the residents, and to increase visitation to the AquaCentre, through coordination of program planning, driving memberships and marketing.
- This position is responsible to support, and assist in their development, sport and recreation clubs and facilities to create stronger, healthier, happier and safer communities.
- To develop healthy, vibrant and viable sport and recreation clubs and facilities in alignment with the Shire of Manjimup Sport and Recreation Strategic Plan, and other strategies and grant funded programs relevant to sport and recreation.

## The Person

To be successful in this role you will need:

- Relevant qualifications and/or 3 years' experience in recreation, aquatics, business management or similar role.
- Demonstrated experience in forming cooperative and productive relationships with community members, groups, organisations, funding bodies and local, state and federal government bodies.
- Excellent knowledge of the principles and practices of recreation and aquatic management and development and club/community development.
- Demonstrated abilities in leadership and working within a team.
- Proven, well-rounded communication skills including, report and project writing, media statements, presentations, group facilitation, conflict resolution and behaviour management.
- Proven ability to prepare and work within a budget.
- Effective computer skills including use of Word, Excel, Outlook and PowerPoint.
- Experience in employee supervision and management, including the coordination of daily tasks within the aquatic and/or recreation sector.

## To Apply

Head to [www.manjimup.wa.gov.au](http://www.manjimup.wa.gov.au) for information about the position, including the position description, how to apply and information on the Shire of Manjimup and benefits of the local community. For further information, please contact Emily O'Neil, Human Resources Manager on (08) 9771 7751 or at [hr@manjimup.wa.gov.au](mailto:hr@manjimup.wa.gov.au)

**Closing Date: 5.00pm Friday 15 November 2024**

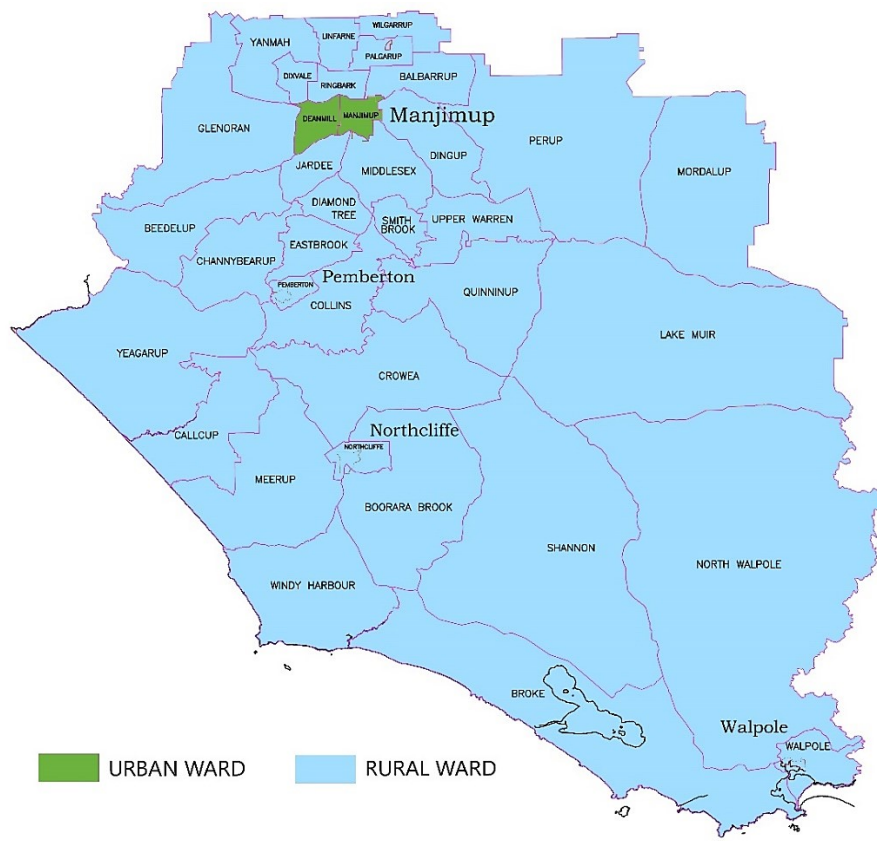
The Shire of Manjimup reserves the right to commence interviews prior to the closing date for applications.

## Shire of Manjimup Information

The Noongar people are the Traditional Custodians of the lands on which the Shire of Manjimup is located and there are three Noongar language groups that span this area being the Bibbulmun, Minang and Kaniyang.

The Shire of Manjimup, with an area of 7,028 square kilometres, is the largest shire in the South West region of Western Australia and is part of the Warren Blackwood sub-region. With over 4,000 residents in the urban centre, the town of Manjimup is the most populated town in the Warren Blackwood sub-region.

Within the Shire there are the four main townships of Manjimup (the regional centre), Northcliffe, Pemberton and Walpole, and the six smaller settlements of Deanmill, Jardee, Palgarup, Quinninup, Tone River and Windy Harbour.



**Image: The electoral Ward boundaries, towns, and localities of the Shire of Manjimup.**

Manjimup possesses areas of ecological, historical, agricultural, commercial, and industrial interest. Within a short drive of the town, you can visit the King Jarrah, the Diamond Tree Lookout Tower, and the Four Aces. Water attractions include historic Fonty's Pool, the Donnelly River and Glenoran Pool.

Watch this video tour of all our region has to offer:

<https://www.facebook.com/shireofmanjimup/videos/1807679652632922>

## **Our Community Vision**

- We are a thriving region offering an excellent quality of life that is safe, liveable, and welcoming.
- We value and care for our natural environment, which sustains both economic and recreational pursuits.
- Our industries are recognised for their resilience, quality, and innovation and for their contribution to the state of Western Australia.
- Our economic diversity provides business and employment opportunities for all.

## **Our Mission**

- The Shire of Manjimup is a professional, effective, and helpful organisation with a genuine commitment to facilitating good governance and achieving the community's vision.
- We provide services and facilities, as well as manage legislation and develop policy, and we play a lead role in our Shire being an enjoyable and enviable place to live, work and visit.
- We care about our community – its wellbeing, its prosperity, and its sustainable future.

## **Working at the Shire**

The Shire of Manjimup employs over 180 employees throughout the region. There are a diverse range of job roles within the Shire that can offer you variety, career progression and professional challenges. And remember, no matter which position you work in, you will be making a direct impact on the wellbeing of visitors, business and residents in our community. Now is an exciting time to join our organisation and be part of the team that is responsible for making our Shire what it is today and what it will be in the future.

Working for the Shire also comes with some added benefits. Some of the benefits available to employees may include:

<p><b>A comprehensive healthy lifestyle and wellbeing program</b></p> <ul style="list-style-type: none"><li>• HIF and HBF private health discounts</li><li>• Influenza vaccinations</li><li>• Health seminars and exercise sessions</li><li>• Executive health assessments</li><li>• Employee assistance program</li></ul> <p><b>Financial Reward</b></p> <ul style="list-style-type: none"><li>• Superannuation up to 16.5%</li><li>• Relocation expenses</li></ul>	<p><b>Professional and Personal Development</b></p> <ul style="list-style-type: none"><li>• Training and development</li><li>• Study assistance</li><li>• Study leave</li></ul> <p><b>Flexible Working Arrangements</b></p> <ul style="list-style-type: none"><li>• Flexible working hours</li><li>• Rostered day off</li><li>• Hour bank</li></ul>
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*Note: The benefits listed above are not available to all employees (i.e. dependent on position and requirements of the job). They are also subject to change. Please contact Human Resources on (08) 9771 7777 for more information.*

## **Organisational Values**

It is important to ensure that the foundation moving forward is solid and that our development as an organisation has a continuous and justifiable set of underlying themes. This will ensure that our development as an organisation can be based on a culture and a set of beliefs and values that we can all embrace as a team.

<b>Professionalism</b>	We provide competent and effective services and encourage innovation and excellence in our people.
<b>Courtesy</b>	We are polite, approachable, and helpful in our dealings with all people.
<b>Integrity</b>	We are honest and trustworthy and make fair and transparent decisions.
<b>Reliability</b>	We deliver services in an efficient and consistent way and honour our commitments.
<b>Proactivity</b>	We actively identify solutions to community issues by being consultative, open-minded, and showing bold leadership.

We expect you already operate in a way which models these values. We will look for evidence of this during the selection process.

## **How To Apply**

### **Preparing your Application**

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview. For your application to be considered it **must** include:

1. Cover letter
2. Resume / Curriculum Vitae
3. Selection Criteria Statement
4. References
5. Supporting Documents

#### **A cover letter**

- A short statement highlighting relevant experience and expertise that relates to the position.

#### **Your Resume (Curriculum Vitae)**

- Contact Details - Name, address, email, and telephone number.
- Education and Training achievements.
- Work history - including employment dates, details of the duties, performance, and achievements.
- Any activities undertaken outside of work, which you consider are relevant to the position.

#### **A Selection Criteria Statement**

- This is the most important part of your application and must be provided as a separate document.
- Make sure that each selection criteria are addressed separately and that the information you provide is clear, concise, and relevant, so that the selection panel members can readily assess your suitability for the position.

- It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary skills, knowledge, experience, and qualifications to successfully carry out the duties.
- Only applicants who best demonstrate they meet the competency requirements of the position will be interviewed.
- The selection criteria for this position can be found on the last page of this pack.

### **Your Referees**

- The names and contact details (email and telephone number) of two referees who can preferably comment on work experience that is relevant to this position.

### **Other Supporting Documents**

- Please provide **Only copies** of supporting documents with your application.

### **Applications**

Applications should be sent, marked “Private & Confidential - CEO Manjimup” to:

[info@manjimup.wa.gov.au](mailto:info@manjimup.wa.gov.au)

**OR**

Benjamin (Ben) Rose – Chief Executive Officer  
 Shire of Manjimup  
 PO Box 1  
 MANJIMUP WA 6258

*In fairness to all applicants, late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify an applicant.*

### **Prior to appointment**

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Confirmation of right to work in Australia
- Academic qualifications check
- Reference checks
- Worker’s Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- NDIS Worker Screening Check
- Compliance with any State Government Directions for COVID-19

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*The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.*

*The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.*

*The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).*

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## Recreation Development Coordinator

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Directorate	Community Services
Department	Community Services
Reports to	Manager Community and Recreation Services
Direct Reports	AquaCentre Staff (Services Supervisor, Duty Managers, Lifeguards, Bronze Medallions, and Cleaner), Manjimup Indoor Sports Pavilion Caretaker
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 7
Primary Location	Shire of Manjimup Administration Office & Manjimup Regional AquaCentre

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### Position Benefits

Vehicle	<i>No</i>	Mobile	<i>Yes</i>
Laptop	<i>Yes</i>	Relocation expenses	<i>No</i>

### Position Objectives

#### Manjimup Regional AquaCentre

- Responsible for the delivery of a quality, safe and appropriate aquatic environment for customers, maximising people's enjoyment and encouraging return visits. This will be achieved through appropriate equipment and plant management and maintenance, employee supervision and training, and effective coordination of Facility employees.
- To ensure a high level of customer service and excellence in program delivery meeting the needs of the residents, and to increase visitation to the AquaCentre, through coordination of program planning, driving memberships and marketing.

#### Recreation Development

- This position is responsible to support, and assist in their development, sport and recreation clubs and facilities to create stronger, healthier, happier and safer communities.
- To develop healthy, vibrant and viable sport and recreation clubs and facilities in alignment with the Shire of Manjimup Sport and Recreation Strategic Plan, and other strategies and grant funded programs relevant to sport and recreation.

### Key Duties and Responsibilities

#### Manjimup Regional AquaCentre

- Ensure the delivery of a quality, safe and appropriate aquatic environment for customers, maximising people's enjoyment and encouraging return visits.



- Ensure the plant room and facility equipment are maintained to a satisfactory industry standard and assist in the building maintenance.
- Develop and implement relevant policies and procedures for the operations of the AquaCentre.
- Establish and maintain a safe environment and safe working procedures, including participating in Risk Management and Safety Audits.
- Ensure day-to-day operations within the AquaCentre comply with Government regulations including the Code of Practice for Aquatic Facilities.
- Implement the Centre maintenance programme with guidance from management, and coordinate with external contractors and internal departments as needed.
- Ensure that customers are kept well informed and complaints are responded to.
- Contribute to the strategic planning for the AquaCentre's future.
- Coordinate the AquaCentre operations with the aim to increase visitation/activation and cost recovery.
- Evaluate and monitor expenditure, revenue, programs, services, events and activities.
- Assist in the preparation of the AquaCentre annual budget and associated documentation.
- Assist to secure appropriate funding and sponsorship from public/private sector sources.
- Coordinate a multi-disciplinary team to ensure that the AquaCentre and all services and programmes are efficient and effective.
- Prepare and monitor rosters in accordance with customer demand and within budget parameters.
- Ensure all employees reporting to this position are adequately qualified and that required qualifications are current, and records of qualifications are kept.
- Ensure all employees and contractors are adequately inducted.
- Address accidents and incidents appropriately, informing shift employees where relevant and complete reporting in accordance with Shire policies.

### **Recreation Development**

- In accordance with best practice, provide advice and support to recreation and sporting clubs regarding governance, administration, grants and the development of strategic/business plans.
- Assist with making presentations and submitting reports to Council, State and Federal Government, as required.
- Prepare (project) budgets as required.
- Assist with the identification of and pursuit of external resources and alternative sources of income where strategically appropriate.
- Research and prepare grant submissions for recreation development projects and activities in accordance with the Shire's strategic priorities.
- To encourage sport and recreation clubs to share resources and facilities.
- Maintain a current database of sport and recreation clubs in the Shire of Manjimup.
- Demonstrate sound leadership and professional conduct when coordinating and mentoring the aquatic team, recreation groups and sporting clubs, advisory committees and stakeholder networks.
- Foster and encourage a positive and supportive team spirit within the Community Services Team.

## **Skills, Knowledge, Experience and Qualifications**

### Skills

- Demonstrated ability to lead and work in a team.
- Well-rounded communication, presentation and group facilitation skills.
- Effective report writing, including funding proposals, project plans and media statements.
- Negotiation, facilitation and mediation skills.
- Conflict resolution and behaviour management skills.
- Data collection, analysis and interpretation.
- Organising, planning and problem-solving skills.
- Proven ability to prepare and work within a budget.
- Effective computer skills and ability to use the following software: Word, Excel, Outlook and PowerPoint.

### Knowledge

- Excellent knowledge of the principles and practices of recreation and aquatic management and development, club/community development and project management.
- Working knowledge of policy development and legislative requirements within aquatic and recreation management.
- Good awareness of the contemporary issues facing regional communities and trends in the sport and recreation industry.

### Experience

- Demonstrated experience in forming cooperative and productive relationships with community members, groups, organisations, funding bodies and local, state and federal government bodies.
- Demonstrated ability to work autonomously as well as an effective member of a team (demonstrated through work within project teams, the use of initiative and problem solving, working to documented strategic plans and through setting of objectives and priorities).
- Experience in skills as listed above demonstrated in a community or local government setting.
- Experience in employee supervision and management, including the coordination of daily tasks within the aquatic and/or recreation sector.

### Qualifications

- Relevant qualifications and/or 3 years' experience in recreation, aquatics, business management or similar role.
- Working With Children's Check.
- Current "C" class drivers licence.
- National Police Clearance.

## **Physical and Environmental Demands**

- Office based; sitting, walking and bending.
- Attending after hours meetings etc. as required.
- Driving is an essential requirement.
- Use of computers is essential.
- Deals with confidential information.
- Work within aquatic facility environment.
- Noise level of work environment may vary.

## **Extent of Authority**

- Operates under general direction of the Manager Community and Recreation Services within established guidelines, procedures and policies of Council.

## **Responsibilities Common to Leaders**

### Creating and implementing our vision

- Creates and communicates a clear direction for the team to provide or support provision of safe and high-quality work.
- Is specific about what needs to be achieved and how it should be done.
- Gains buy-in of team and motivates team to deliver.

### Influencing to achieve results

- Interprets data accurately and shares it in a timely fashion.
- Develops skills and knowledge in self and others.
- Uses knowledge, skills and experience to provide insights and guidance.
- Looks for options and alternatives, creating opportunities to explore possibilities.

### Adaptability to meet service needs (change facilitators)

- Identifies and communicates areas for improvements.
- Takes ownership for change messages, communicating them positively and authentically to others.
- Models a positive, can-do approach.
- Structures the team and resources in the most effective and efficient way.
- Tackles negative attitudes and behaviours, and creates a working environment which enables employees to raise issues and concerns openly, with a view to learning and improving practices.
- Effectively handles conflict situations, supporting a positive and constructive resolution.

### Following through to achieve results

- Communicates and maintains professional and technical standards.
- Ensures activities are completed and delivers on requirements and timescales.
- Takes personal accountability to make decisions and overcome barriers.
- Ensures personal and team compliance including quality, health and safety standards.

## **Responsibilities Common to All Employees**

### Commitment to service delivery

- Seeks, listens to and acts on feedback.
- Works as part of a team, supports the achievement of team goals, co-operates and communicates with colleagues.
- Shows an appreciation for others, their skills, knowledge, attributes and differences.
- Recognises and understands organisational changes, helps to make improvements happen and shares good practice.
- Makes a positive contribution to the Shire and demonstrates flexibility and resilience.
- Accepts responsibility for own health and wellbeing to perform the role.

### Achieve results

- Does what is required from the role, including;
  - Meeting targets
  - Following procedures
  - Working with standards
  - Providing required level and quality of service
  - Maintaining records
  - Contributing fully to all work situations
- Gets the facts right – ensures information is clear and correct.
- Supports colleagues to ensure wider organisational objectives are met and outcomes are achieved resourcefully.

### Workplace Safety and Health

- Fulfil requirements of Council's Workplace Safety and Health policy.
- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and following them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazards and incidents to their Supervisor/Manager.
- Participate in personal return to work plans.

## Selection Criteria

### **Essential**

1. Relevant qualifications and/or 3 years' experience in recreation, aquatics, business management or similar role.
2. Demonstrated experience in forming cooperative and productive relationships with community members, groups, organisations, funding bodies and local, state and federal government bodies.
3. Excellent knowledge of the principles and practices of recreation and aquatic management and development and club/community development.
4. Demonstrated abilities in leadership and working within a team.
5. Proven, well-rounded communication skills including, report and project writing, media statements, presentations, group facilitation, conflict resolution and behaviour management.
6. Proven ability to prepare and work within a budget.
7. Effective computer skills including use of Word, Excel, Outlook and PowerPoint.
8. Experience in employee supervision and management, including the coordination of daily tasks within the aquatic and/or recreation sector.

### **Desirable**

1. Experience working in a community or local government setting.
2. Good awareness of the contemporary issues facing regional communities and trends in the sport and recreation industry.
3. Experience in grant submissions, reporting and acquittals.