

Position Description



Position Title	Manager Recreation Services
Group	Community Services
Reports to	Chief of Community Services
Grade	14
Date reviewed	March 2025

Primary Purpose

Achieves the principal activities of the Delivery Program and agreed service levels, and contributes to the strategic direction of Council.

Departmental Portfolio

The indicative functions of the portfolio for this position include:

- Civic Maintenance
- Visitor Centres
- Library Services
- Community Facilities

As a member of the Management Team, the incumbent will exemplify Council's vision as "A Trusted Community Partner" and promote values that support this aspiration: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.





Key Accountabilities

- Leadership of a diverse department with a strong focus on providing recreational facilities for the community and visitors to the region.
- Facilitate community input and provide information to guide decision making of the Executive Leadership Team relevant to the departmental portfolio to support the governance and administration of the Council.
- Translate the principal activities of the Delivery Program and Operational Plan into departmental plans, programs and projects to meet community needs, service expectations and organisational priorities.
- Manage goals and performance measures across the departmental portfolio to link community needs and organisational priorities to service delivery.

- Manage resources (time, finances, assets, and people) to deliver the principal activities of the Delivery Program and Operational Plan.
- Deliver the services of the departmental portfolio according to legislation, adopted strategies and plans to meet community needs and organisational priorities.
- Guide and manage the departmental portfolio's contribution and the organisational performance of the council to enhance service quality, accessibility and responsiveness.
- Manage and guide the application of systems to address statutory, risk management and other obligations to facilitate ethical decision-making, actions and conduct.
- Promote, model and reinforce cross-functional collaboration through information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity.
- Model and reinforce an agile, solutions-focused, accountable and collaborative culture that facilitates workforce engagement, empowerment and performance.
- Hold employees accountable for their WHS responsibility to maintain a safe workplace.

The employee is required to undertake any other duties, projects or tasks as directed by the Chief Operating Officer, which are within their, competence and training.

Position Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Advanced
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Advanced
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Advanced
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Advanced



Workforce Leadership

Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.

Advanced

Essential Criteria

1. Degree Qualification in Management, Social Science or a related discipline with demonstrated contemporary experience in a similar role. Or, substantial contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge.
2. Proven ability to engage with and influence internal and external stakeholders to achieve fit-for-purpose outcomes that drive the achievement of strategic goals
3. Sound knowledge of financial and management reporting requirements
4. Experience in delivering a range of community services to meet the expectations of a diverse range of people.
5. Demonstrated ability to interpret and apply relevant legislation.
6. Experience in corporate management and organisational reporting.
7. Proven track-record leading, developing and supporting staff to achieve work targets and objectives efficiently and effectively.
8. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
9. Current Class C drivers licence.

Desirable Criteria

1. Experience working in the Local Government Sector.

The position description should be read in conjunction with other corporate documentation that guides decision-making, actions and conduct. These include but are not limited to the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read, and understand, the requirements and accountabilities of this position.

Name (please print)

Signature

Date