

Position Description



Position Title	Coordinator Community Facilities
Group	Community Services
Reports to	Manager Community Services
Grade	10
Date reviewed	May 2022

Primary Purpose

Organise and integrate activities and resources, and guide the work of the team, to achieve the principal activities of the Operational Plan.

Departmental Portfolio

The indicative functions of the portfolio for this position include:

- Swimming Pools
- Caravan Parks & Camping Grounds
- Sale Yards & Truck wash
- Laundromat
- Community Halls
- Community Services Facilities






The incumbent will lead Council's vision: "A Trusted Community Partner" and promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, using these to guide decisions, actions and conduct.

Key Accountabilities

- Coordinate work programs and plans to deliver the principal activities of the Operational Plan to ensure community and organisational priorities are met.
- Coordinate asset maintenance programs for sustainable management of designated community facilities under Council's care & control; in collaboration with s355 Committees and other Council teams where relevant.
- Development of initiatives that contribute to the creation of systems and practices that enhance customer service with an emphasis on continuous quality improvement.
- Monitor, review and report on goals and performance measures that link community needs and organisational priorities to service delivery relevant to the designated community facilities under Council's care & control..

- Coordinate the resources (time, finance, assets, people) and activities of the community facilities service to carry out the principal activities of the Operational Plan efficiently, effectively and safely.
- Guide and facilitate the team's contribution to the operational performance of the Council to improve service quality, accessibility and responsiveness.
- Maintain adopted policies, procedures, processes and systems of work, and hold team leaders and team members accountable to apply them when carrying out their work.
- 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.
- Inform, educate and guide employees about their WHS responsibility to maintain a safe workplace.

The employee is required to undertake any other duties, projects or tasks as directed by the Manager, which are within his/her skills, 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.	Adept
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Adept
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Adept
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Adept

Essential Criteria

1. Diploma in business administration, project management, property service or a related discipline with demonstrated contemporary experience in a similar role; or contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge.
2. Experience in developing asset maintenance programs.
3. Working knowledge of conveyancing procedures and property contract management, specifically; licenses and leases.
4. Understanding the role of community facilities in achieving positive strategic social and community outcomes for Council.
5. Demonstrated commitment to customer service and systems/quality improvement.
6. Proven track record leading, coaching, developing and supporting staff in a multi-disciplinary team to achieve work targets and objectives efficiently and effectively.
7. Current Class C Drivers Licence.

Desirable Criteria

1. Experience working in the Local Government Sector.

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but 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 above requirements and accountabilities of this position.

Name (please print)

Signature

Date