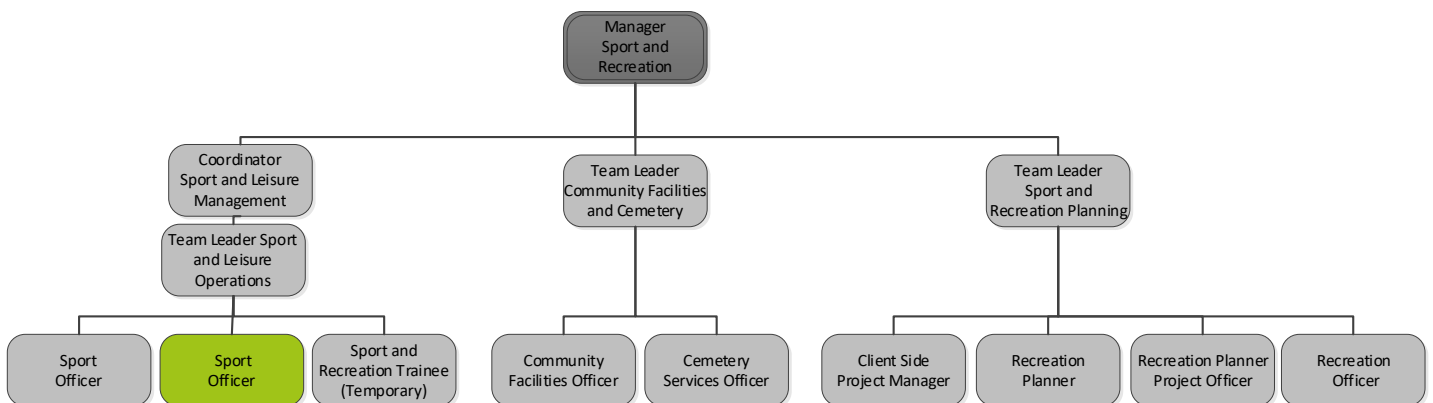


POSITION DESCRIPTION

Position Title	Sport Officer
Position Number	37015
Division/Directorate	Sport, Community & Activation
Branch	Sport & Recreation
Grade	13
Band and Level	Band 3 / Level 2
Special Requirements	Drivers Licence Ability to work flexible hours and attend meetings and training outside normal working hours when required.
Physical and Environmental Demands	Ability to carry out site inspections and meetings.
Reports To	Team Leader Sport & Leisure Operations
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	Welcoming - Embracing our vibrant and diverse community Liveable – Strong and integrated connections between people and our services Leading – A successful advocate for our people and places

Reporting Structure



Position Purpose
To lead the effective coordination and operational management of Council's sport and recreation facilities, ensuring equitable access, optimal utilisation, and high-quality service delivery. The role supports strategic initiatives, stakeholder engagement, and continuous improvement in line with Council's values and community expectations, contributing to a vibrant, inclusive, and active local environment.
Key Results Area
Customer Service – Create a customer centric service environment and reward service excellence. Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances. Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes. Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change. Manage Self – Show drive and motivation, a measured approach, and a commitment to learning. Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.
Key Duties & Responsibilities
1. Effectively coordinate the allocation, booking, and day-to-day operations of sports grounds, courts, amenities, floodlighting, and other recreational facilities to ensure optimal utilisation accurate reporting, and a seamless service delivery. 2. Active and impactful engagement with sporting stakeholders to ensure satisfaction and effective service delivery aligns with strategic objectives. 3. Exercise initiative to problem solve, provide support and work with key stakeholders to ensure efficient operation of sport and leisure facilities. 4. Contribute to the development, implementation, and continuous improvement of systems, policies, procedures, strategies and projects aimed at enhancing sport and recreation services. 5. Provide advice and guidance on operations, asset management and continuous improvement of sport and leisure services/facilities. 6. Support contract management of Council's leisure, aquatic facilities, tennis courts, and other contracted sports venues, ensuring compliance and quality service delivery. 7. Support Sport and Recreation Branch operations across the sport and leisure management team and the community facilities and cemetery team. 8. Coordinate event approvals for events at sports grounds in conjunction with Council's Events Team. 9. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous. 10. Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.
WHS Responsibility
Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.
Risk Management Responsibilities
1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. 2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable. 3. Must be aware of operational and business risks. Particularly:

- understand and adhere to the principles of Risk Management within their job role;
- assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
- provide input into various risk management activities;
- report all emerging risks, issues and incidents to their manager or appropriate officer; and
- follow Council policies and procedures.

Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

Essential Criteria

1. Tertiary qualifications in Sports, Recreation, Leisure, or a related field, or relevant experience.
2. Demonstrated experience in managing sports operations and allocations using digital systems.
3. Demonstrated interpersonal skills with a proven ability to build, establish and maintain positive and productive working relationships with key stakeholders such as community groups and Council staff.
4. Experience working collaboratively across various teams or departments to address issues, implement solutions, and deliver seamless services.
5. Experience in developing and/or implementing policies, procedures, strategies, and/or systems to improve sport and recreation services.
6. Ability to identify issues, analyse data, and implement solutions to improve sport and leisure operations and service delivery.
7. Ability to self-manage time, plan, and prioritise work and meet deadlines and targets in a dynamic environment.
8. Commitment to high-quality customer service and a sound understanding of the sport and recreation industry, including current trends and funding opportunities.

Desirable Criteria

1. Experience in projects or initiatives, particularly within the sport and leisure sector.
2. Experience with Bookable.
3. Ability to provide advice on the planning and enhancement of sports clubs, facilities, and grounds.

Prepared By

Manager Sport and Recreation

Date Prepared

February 2026

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Employee Name:

Employee Signature:

Date: