

DEVELOPMENT OFFICER – FACILITIES Application Package



Swan Hill Rural City Council

Phone (03) 5036 2333

Email: jobs@swanhill.vic.gov.au

PO Box 488

Swan Hill VIC 3585

Contact

Human Resources

Swan Hill Rural City Council

(03) 50 362 333

Application Guidelines

Thank you for your interest in applying for a position at Swan Hill Rural City Council. The following information is provided to guide you through the recruitment and selection process.

How to apply

To be considered for positions at Council, applications must be received by the nominated closing time and date and include the following documents:

Covering Letter

Please provide a letter which introduces yourself and the position you wish to apply for.

Statement Addressing Key Selection Criteria

You must provide a statement addressing the key selection criteria as outlined in the position description. You will find these at the end of the document. It is important that you demonstrate clear connections between your qualifications, experience, skills and knowledge against these criteria's.

Current Resume

Please provide a copy of your current resume, outlining your employment and educational history, experience, skills and knowledge.

Referees

The names, telephone numbers and email addresses of two contactable, professional (work-related) referees must be provided. If you do not wish to list referees within your application, please ensure you have them available if you are successful in being shortlisted for an interview.

Submitting your application

Your application needs to be submitted as 3 separate documents.

- Cover letter
- Separate statement addressing the key selection criteria
- Resume including reference information

Please do not present applications in folders, or as bound documents.

Submit your application by:

Online (Preferred):

Via our website
www.swanhill.vic.gov.au

E-mail:

jobs@swanhill.vic.gov.au

Post:

Chief Executive Officer
Swan Hill Rural City
Council
PO Box 488
SWAN HILL VIC 3585

In person:

45 Splatt
Street
Swan Hill

The process

Equal Employment Opportunity

Swan Hill Rural City Council is an equal opportunity employer. Council is committed to providing a safe, harmonious and productive working environment for all employees. We ensure fair, equitable and non-discriminatory consideration is given to all applicants. We exercise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

Notifications and Timeframes

All applications received via e-mail will receive confirmation that they have been received. As a guide, the short-listing of candidates is usually completed within approximately one week of the closing date. You will receive either a phone call inviting you to attend an interview, or an email advising that you were unsuccessful, within two weeks of the closing date.

The Interview

If you are invited to attend an interview, the interview panel will generally consist of three people and go for approximately 45 minutes to one hour, dependent upon the position. Interview questions will be consistent for each applicant. Whenever practicable, applicants will be interviewed in person; however, interstate or overseas applicants may have an initial interview via telephone or video conference. Please bring proof of meeting mandatory skills and qualifications identified in the position description to the interview for sighting by the Panel. If required, a National Police Check, no less than 6 months old will also be required for sighting at the interview.

The panel will inform you at the interview when they expect to be in touch with the outcome or update of the interview.

If successful in being shortlisted for an interview for a position that requires a National Police Check, you will be asked to provide the original check, that is no longer than 6 months old at the interview.

People with disclosable court outcomes are not automatically disqualified from the recruitment process. Each outcome is assessed on its relativity to the particular position.

Qualifications

If you attend an interview, please bring original documentation supporting the qualifications outlined in your resume. If you are the successful applicant, you will be required to submit copies of all documents relating to your qualifications to Human Resources, for placement on your personnel file.

After the interview

The successful applicant will be notified by phone to progress to the next stage of the recruitment process. A commencement date and other conditions of employment will be agreed on and a letter of offer will be sent to confirm the terms and conditions of your employment.

The unsuccessful applicants will be advised via telephone of the selection panel's decision, followed by an email confirming the outcome. Unsuccessful applicants are able to contact the Chairperson of the selection panel for feedback on their application and interview.

Pre-Employment Checks

Pre-employment medical examinations, police checks or working with children checks may be required for certain positions within Council. The requirement of these checks will be advertised and included within the position description.

Pre-Requisites for Employment

It should be noted that successful applicants may be required to provide proof of eligibility to work in Australia prior to commencement of duties. This may be in the form of a passport or birth certificate identifying Australian citizenship or a valid work visa.

Pre-Employment Health Declaration

The successful applicant will also be required to complete Swan Hill Rural City Council's "Disclosure of Pre-Existing Injuries" Form. This formally notifies Council of any pre-existing injury or disease that the incumbent has suffered that could be affected by the nature of the proposed employment.

Failure to make a disclosure, or making a false or misleading disclosure, may disqualify the incumbent from any Workers' Compensation entitlements for any recurrence, aggravation or acceleration of the pre-existing injury or disease if it is sustained in the course of, or due to the nature of their employment with the Swan Hill Rural City Council Pursuant to Section 41 of the Workplace Injury Rehabilitation And Compensation Act 2013.

Qualifying Period

New employees at Council will be required to complete a six-month qualifying period. During this qualifying period, you will be involved in regular reviews to ensure that you are completing your position to the required expectation. The reviews give you the opportunity to openly discuss any concerns with your supervisor.

Information Privacy and Confidentiality

All information acquired is treated confidentially, in accordance with the Privacy and Data Protection Act 2014 and Health Records Act 2001. The personal information supplied as part of your application is collected by Swan Hill Rural City Council for recruitment and selection purposes and will be used solely by Council for the primary purposes it was collected.

Unsuccessful applications and assessments will be destroyed after 18 months of the appointment of the successful applicant, in accordance with the General Disposal Authority for Common Administrative Records.

If you have any questions in relation to your personal information, you may contact the Organisational Development Manager on (03)5036 2303.

Further questions?

If you have any further questions, please do not hesitate to contact the Human Resources Department on 03 5036 2308 or via e-mail jobs@swanhill.vic.gov.au



Advertisement

Development Officer - Facilities

Permanent Full Time

Are you passionate about recreation and community development? A great team player that is motivated and proactive? Have effective engagement and relationship skills that will enhance the management and services of Council related recreational / leisure facilities. If so, this role is for you...

The Development Officer - Facilities is responsible for managing the Community and Council facilities. This role will support user groups and lessees to develop, review and implement master plans and to assist in identifying resources required to undertake their activities by accessing available funding and ensuring funds are administered according to identified needs and opportunities.

All about you

You should be able to demonstrate an understanding and knowledge in managing a range of parks and recreational spaces and leisure facilities along with knowledge and experience in asset management and building maintenance programs.

You will require well developed communication skills, both verbal and written in negotiation, facilitation, report preparation and conflict resolution.

A tertiary qualification in Community Development or related field and/or proven experience is a must along with a current Police Check (within last six months).

What we can offer you

Forget about long commutes – it's time for your tree change. We offer work life balance with the mighty Murray River, nature and great activities right on your doorstep. Enjoy the rural lifestyle and be welcomed by a friendly community. Join a workplace that is innovative and forward thinking.

This permanent full time position attracts \$80,503 per annum. In addition, superannuation is paid at 12%.

About your environment

Swan Hill is a bustling provincial centre just three and a half hours from Melbourne and five and a half hours from Adelaide.

Located on the banks of the Murray River, our region offers a relaxed lifestyle, scenic views but with all the features you expect from the city.

Swan Hill is home to three major supermarkets; national retail stores; a diverse range of award winning restaurants and cafes; a wide variety of retail stores; gyms and sporting clubs; and is home to the iconic Pioneer Settlement and world class Heartbeat of the Murray laser light show, our region boasts a variety of tourism and recreational experiences.

Our community is proud, welcoming, and with more than 40 nationalities represented, offers a diverse and culture-rich experience.

To learn more about Swan Hill please visit <https://dreamswanhill.com.au/> and <https://www.swanhill.vic.gov.au/community/your-community/new-residents/>

Applications close

12noon on Friday, 4 February 2022. It is anticipated that interviews will be held on Wednesday, 9 February 2022.

How to apply

You are required to obtain a Position Description prior to applying for this role. Copies can be downloaded from Council's website at www.swanhill.vic.gov.au or by phoning (03) 5036 2333. Any further enquiries can be directed to Human Resources.

Applications should be addressed to the Chief Executive Officer, Swan Hill Rural City Council, PO Box 488, Swan Hill 3585 or emailed to jobs@swanhill.vic.gov.au

Applicants that do not address the key selection criteria in their application may not be considered.



Position Description

Development Officer – Facilities

Title: DEVELOPMENT OFFICER – FACILITIES

Award: Parts A and B Swan Hill Rural City Council Enterprise Agreement 2021

Classification: Municipal Employee – Within Band 6
PERMANENT FULL TIME

I have read and understood the requirements set out in this Position Description.

| | | |
|------------------|---|------|
| Occupant: | NAME OF OCCUPANT | Date |
| Approved: | VACANT ECONOMIC AND COMMUNITY DEVELOPMENT MANAGER | Date |
| | HEATHER GREEN DIRECTOR DEVELOPMENT & PLANNING | Date |

| | |
|----------------------------------|----------------------------|
| HR Only | Records Only |
| <i>Date PD register updated:</i> | <i>Document ID Number:</i> |
| <i>Signature:</i> | <i>File Number:</i> |

DISCLAIMER: This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Accountability Statement

This position is accountable to the Liveability and Project Development Coordinator for the management of community facilities.

The position also provides advice and services to the recreation sector concerning user agreements, user fees and funding availability information.

Position Objective

Facility Management

To manage the identified community and Council facilities to maximise the benefits to both the community and Council.

This role will support user groups and lessees to develop, review and implement master plans and to assist in identifying resources required to undertake their activities by accessing available funding and ensuring funds are administered according to identified needs and opportunities.

Currently this role manages the:

- Swan Hill Leisure Centre
- Robinvale Leisure Centre
- Swan Hill Indoor Sports and Recreation Centre
- Swan Hill Outdoor Pool
- Nyah Outdoor Pool
- Manangatang Outdoor Pool
- Council Caravan parks
 - Swan Hill
 - Lake Boga
 - Robinvale

User Groups

- Leisure centre Lessees (2)
- Caravan Park Lessees (3)
- Basketball, Squash, Badminton, Tennis, Swimming, Futsal, Netball
- Lake Boga Equestrian Centre

Key Responsibility Areas

Administration

Under supervision and in accordance with established guidelines:

- Oversee the coordination and contracts for the running of Council's community and recreation facilities including but not limited to caravan parks, pools, leisure centres and stadiums.
- Facilitate the development, reviewing and implementation of Council's sports and recreation reserve Master Plans and other related strategies and plans across the municipality.

- Maintain and upkeep the registry of User Agreements.
- Identify funding opportunities and provide administration support with funding applications and acquittals.
- Attend meetings and act as general liaison with user groups.
- Provide advice on use of facilities by user groups and casual hirers.
- Assist in identifying relevant occupancy terms and conditions of Council owned community and recreation assets managed by external parties for consideration, development and formalisation.
- Facilitate user groups to determine and set fees and charges on an annual basis.
- Regular liaison with Council's Procurement and Properties Coordinator, Parks and Gardens Coordinator and Works Manager regarding maintenance of built assets and other assets.

Community Liaison

- Build club capacity by providing advice on key funding programs that can provide opportunities for recreation club members to develop new skills, training and business plans.
- Act as internal liaison between wider community and Council's Engineering Services Department regarding sports and recreation projects, upgrades and improvements prior to inception and during project development.
- As directed by your Manager or Coordinator, reflect Council Plan initiatives, Asset Management, Community and Major Projects Plans and Budgets as priorities when determining requirements for funding applications.
- Assist to effectively liaise with, and provide support to, recreation and sporting groups as well as community groups utilising Council managed facilities.
- Assist with the preparation and implementation of community plans.

Organising and Operating

- Provide written reports to update your Manager, Coordinator and Executive Leadership team on the operation of recreation services.
- Provide reports to your Manager and Coordinator as required.
- Ensure that a strong customer service focus exists within recreation services.
- Support advisory groups / committees for the Swan Hill Indoor Sports and Recreation Centre and Swan Hill Leisure Centre
- Liaise and provide administrative support to user groups and other service providers, within the community.

Financial Management

Under supervision and established guidelines:

- Prepare and submit annual program budgets.
- Source appropriate funding opportunities to support recreation projects and initiatives.
- Monitor grant funding project budgets to ensure projects are delivered in accordance with funding agreements and Council's budget.
- Forecast and identify funding project budgets and identify funding commitment from external stakeholders to complement State and Council funding contributions.
- Recommend Community Grant projects to be allocated Council funding.
- Manage user group agreement payments.

Risk Management

- Identify, document and manage known, new and emerging risks and risk profiles for area of responsibility in line with Council's risk appetite and policies.
- Establish and maintain appropriate risk controls and treatment plans.
- Communicate risk information with stakeholders at regular intervals.
- Adhere to Council's Risk Management Policy, Framework and procedures.
- Participate in Council's business continuity management program to ensure business disruption is managed appropriately.

Occupational Health and Safety

- Comply with all Occupational Health and Safety procedures and requirements with reasonable care in relation to personal health and safety and the health and safety of other staff.
- Understand and observe Council's Risk Management Policy and related Procedures and undertake the requirements of the position.
- Immediately report any hazards, incidents and accidents to relevant supervisor and take appropriate action.

Child Safe Standards

- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.
- Maintain updated knowledge in relation to the safety and wellbeing of children and young people, including relevant legislation, the Victorian Child Safe Standards, Reportable Conduct Scheme including any new information that comes to light.

Accountability and Extent of Authority

- With appropriate support of the Manager and Coordinator, provide information to Council staff.
- Exercise loyalty, good judgment and discretion in all dealings and maintain confidentiality.
- Carry out specific tasks using of established techniques, systems and/or equipment.
- Timely and accurate completion and presentation, of all outputs generated by this position.
- Under supervision and in accordance with established guidelines, the incumbent is accountable for actions taken.

Judgment and Decision Making

Whilst guidance and advice is usually available, the incumbent is required to:

- Report regularly to the Manager and Coordinator to ensure adherence and progress to allocated responsibilities.
- Identify and solve problems using procedures, practices, theories, precedents, guidelines and an application of professional knowledge gained through relevant experience.
- Show initiative in the performance of duties and recommend improvements to the procedures and processes that interact with the position.
- Be able to make decisions based on statute, procedure, policy and/or established guidelines and within budgetary constraints.
- Demonstrate judgement and decision-making skills pertaining to the specific functions and responsibilities covered by this position description, although guidance and advice is usually available.

Specialist Skills and Knowledge

- Demonstrated experience in community and stakeholder engagement
- Excellent ability to prepare accurate submissions and reports.
- Excellent understanding of the processes required to distribute Council grants in a transparent manner
- Understand and demonstrate a strong commitment to the values of the Swan Hill Rural City Council.
- Ability to liaise effectively at all levels.

Management Skills

- Ability and commitment to work in a team environment.
- Setting of priorities and preparing work plans to achieve set objectives and targets, within the resources available and within set time frames.
- Strong organisational skills.
- Demonstrate initiative and problem-solving capabilities.

- Capacity to adapt to changes in priorities and objectives.
- Ability to deal with a variety of complex issues concurrently with minimal supervision.
- Ability to develop and oversee a number of projects simultaneously.

Interpersonal Skills

- Ability to work in a confidential environment.
- Excellent written and oral communication skills to provide information in a simple and direct manner to individuals or groups that present a professional image of the organisation.
- Ability to gain cooperation and assistance and be able to negotiate with customers, members of the public, employees and other key stakeholders.
- Ability to communicate confidently with all stakeholders.
- Ability to represent management in situations related to the position.
- Personal presence and presentation which is appropriate to the level of the position and which enhances the image of the individual and the work area.
- Ability to discuss issues with internal and external customers/suppliers to resolve concerns to mutual benefit.

Qualifications and Experience

- A tertiary qualification in Community Development or related field and/or proven experience.
- Understanding and knowledge in managing a range of parks and recreational spaces and leisure facilities.
- Demonstrated knowledge and experience in asset management and building maintenance programs.
- Experience in working with a diverse range of people to achieve an agreed outcome.
- Experience in administration duties including operation of information technology.
- An understanding of the process and techniques involving community development and local government.
- Experience in delivering strategic facility plans related to the position.

Organisational Relationships

Reports to: Liveability and Project Development Coordinator

Internal Liaison: Economic and Community Development Manager
Economic and Community Development Team
Council Staff

External Liaison: Community Groups
Sporting Organisations
Township Committees
State and Federal Government Departments

Performance Criteria

The performance of the Officer will be formally reviewed, and shall take into consideration performance against both key indicators and specific objectives set for the term of the review.

Key performance indicators

- Performance against key requirements of the position description.
- Planning and organisational abilities.
- Communication and team work within the Officer's work area and across the organisation.
- Productivity levels.
- Technical and Operational Skills.
- Customer Service competencies.

Key Selection Criteria

- Tertiary qualification in, Community Development or related field, and/or proven work experience.
- Relevant experience in facility management
- Proven ability in managing external contracts and ensuring services are delivered within the contractual requirements.
- Relevant experience in project development.
- Excellent understanding of the user groups and a demonstrated ability to work with these groups towards achieving outcomes.
- Demonstrated experience in delivery of strategic plans relevant to the position.
- Possession of well developed communication skills, both verbal and written in negotiation, facilitation, report preparation and conflict resolution.
- Current driver's licence