



SORELL COUNCIL

POSITION DESCRIPTION

Position Title	Manager Facilities & Recreation
Workgroup	Facilities & Recreation
Reports to	Director - People & Performance and Director - Service Delivery
Classification	Level 9
Employee Status	Full-Time (1.0 FTE)
Location	Various – DEPOT and South East Stadium

Primary Position Purpose

The **Manager Facilities & Recreation** is responsible for the effective leadership and management of the Facilities & Recreation Team, maintaining a comprehensive knowledge of Council operations and projects to provide effective service delivery, communication, engagement and customer service that enhances the profile of Council and strengthens relationships with the community.

A key focus of the role is to support Council's Operational and Strategic objectives, participating as an active contributor to the Leadership Team and working collaboratively with stakeholders to enhance community capacity and increase community confidence in Council.

Skill Based Classification Descriptors

The position is classified as a Level 9, the following skill descriptors apply to this level.

Authority & Accountability	Accountable for the effective management of major sections or projects within their area of expertise. Provides a professional advisory role to people within or outside the employer on major areas of policy or on key issues of significance to the organisation. Such advice may commit the employer and have significant impact upon external parties dealing with the employer. The position's influence would have an important role in the overall performance of the function.
Judgment & Problem Solving	Employees have a high level of independence and determine and/or oversee the framework for problem solving or set strategic plans. At this level, the position may represent management or the employer in the resolution of problems.
Specialist Skills & Knowledge	Positions require knowledge and skills for the direction and control of a key function of the employer or major functions within a department. Positions require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.
Management Skills	Employees may direct professional or other staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team. Positions at this level may also be required to manage staff, resolve operational problems and participate in a discrete management team to resolve key problems.
Interpersonal Skills	Interpersonal skills in leading and motivating staff will be required at this level. Positions require the ability to persuade, convince or negotiate with staff, clients, and members of the public, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Communication skills may be required to enable provision of key advice both within and outside the employer and to liaise with external bodies.
Qualifications & Experience	Employees will have a relevant degree or equivalent with extensive practical experience.

Key Responsibilities

Effectively manage the following workgroups, in accordance with legislation and relevant Council Strategies, policies, procedures, programs and budgets:

- Community Facilities (includes, but not limited to South East Sporting Complex, Sporting Facilities and Community Halls)
- Land Improvements (includes, but not limited to Parks, Reserves, Walkways, Streetscapes, Trees)
- Facilities Maintenance (includes, but not limited to buildings, public toilets, structures, cemeteries, jetties, boat ramps, streetlights)
- Natural Resource Management (NRM)
- Emergency Management (Emergency Management – Municipal Co-ordinator)

Operational Responsibilities

- Effectively manage the programming, resourcing, delivery and reporting of Land Improvements and Community Recreation Facilities operations, maintenance programs and minor capital works.
- Manage and analyse infrastructure performance and financial data in the maintenance management system to ensure the quality and productivity of services, and as necessary present business cases to improve the efficiency and effectiveness of service delivery.
- Coordinate the investigation, design, specifications, cost estimation, implementation and reporting of all maintenance works, in conjunction with Council and contract staff as required.
- Generate innovative approaches to more effectively deploy resources, meet changing circumstances, improve services and maximise facility utilisation.
- Manage contractors in accordance with Council's contract management framework, legislation, policies and procedures.
- Effectively manage stakeholder relationships.

Organisational Responsibilities & Participation

- Actively participate as a member of Council's Leadership Team, working collaboratively, cohesively and cooperatively as one Council.
- Operate with a high level of autonomy, leading the workgroup with a focus on information sharing, sound decision making and continuous improvement.
- Maintain a highly developed knowledge of Council wide activity and stay abreast of current community and Council matters.
- Contribute well-informed, professional advice to the leadership team and external stakeholders on matters relating to the functions of the workgroups and issues of significance to the organisation.
- Providing key workplace linkages and business communication.
- Contribute to the development and monitoring of the operational plan, KPI's, budget and annual plan.
- Commitment to continuous improvement, including the review of processes, systems and innovative practices, leading to efficiencies in operations.
- Management of relevant cost centres, including quarterly variance reporting and fees and charges.
- Produce reports as required by the organisations corporate calendar, including monthly activity reporting.

This role requires reasonable after-hours activities when required by business needs.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

Position Dimensions

Key relationships and influences	
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Who	Why
Internal	
Leadership team	Work in partnership with leadership team to lead the organisation in a united way.
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.
Other positions/sections/depts.	To support the delivery of engagement activities for key projects and activities.
External	
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council's various customer contact and engagement channels.
Elected Council Members	This position provides support to Councillors who directly serve the people of Sorell.
NGO's, Community Organisations, Service Providers, Sporting Club, Committees.	
Contractors and suppliers	

Resources and Budgets			
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Direct Reports	4	Financial Delegation & Reporting	In accordance with Council policies and procedures
Indirect Reports	8	Statutory Appointments	In accordance with Council policies and procedures
Total	12	Delegations	In accordance with Council policies and procedures

Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

Workplace Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act;
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- Avoid, eliminate or minimize hazards within your control, and immediately report;
- Attend and actively participate in training programs provided in the interests of Health and Safety;
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework;
- Complete Council's induction requirements.

Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

Key Selection Criteria

Essential:

- Highly developed interpersonal skills and ability to lead and motivate staff.
- Ability to utilise persuasive skills to negotiate and resolve issues in the best interest of Council and the community.
- Strong commitment to actively participate as a member of the leadership team and to work collaboratively, cohesively and cooperatively as one Council.
- Sound understanding and knowledge of the key functions within the workgroup, community facility management, land improvements, NRM and emergency management.
- The ability to work with a high level of autonomy and utilise creativity and innovation to resolve issues and develop strategies and plans for the workgroup.
- A relevant qualification and extensive practical experience in a similar role.

Authorisation			
I hereby agree that this position description accurately reflects the work requirements.			
Manager name			
Manager signature		Date	
Employee name			
Employee signature		Date	
GM Name			
GM Signature		Date	