

LOGAN CITY COUNCIL
POSITION DESCRIPTION

POSITION TITLE: Club Development Officer **DATE AUTHORISED:**

POSITION NO.: 5321

BRANCH: Community Services **DATE REVIEWED:**

STREAM: Community and Customer Services 09/09/08

AWARD STREAM: Community and Environmental Services

LEVEL: 5/6

BROADBAND CRITERIA: Progression to Level 6 will be subject to completion of a relevant tertiary qualification, experience in policy planning and demonstrated experience in successfully managing significant projects.

POSITION OBJECTIVE:

Provide Sports Club Development planning, coordination and develop, maintain, oversee and evaluate (in partnership with key Council, Community, and government stakeholders) programs, projects, policy and other initiatives designed to build the capacity of the sports clubs sector and to meet identified community needs.

ORGANISATIONAL ENVIRONMENT:

Logan City Council is committed to developing Logan as "a City of opportunities for Families, Lifestyle and Business". Its mission is to strongly pursue this vision in partnership with its communities and other stakeholders.

OUR VALUES:

OUR VALUES

Service Excellence

We will treat our customers and colleagues with respect and fairness.
We encourage fun, teamwork and loyalty.
We will pursue continuous improvement in our service delivery.

Trust and Integrity

We behave with integrity and professionalism at all times.
We are trusted to exercise initiative and value new ideas.

Achievement

We serve our community and our colleagues to the best of our ability.
We recognise effort, innovation and achievement.

Responsibility

We accept responsibility for our actions and behaviour consistent with these values.

ORGANISATIONAL RELATIONSHIPS:

Reports to: Program Leader Sport and Recreation
Internal Liaison: The Mayor and Councillors, CEO, Deputy CEO's, Managers, Line Supervisors and operational staff
External Liaison: Members of the public, community organisations, business, government and statutory authorities

POSITION TITLE: CLUB DEVELOPMENT OFFICER

CORPORATE RESPONSIBILITIES:

Compliance with Council's Code of Conduct, Management Directives and attendant policies and procedures.

Commitment to Council's Corporate Plan.

Agreement that other employment or contract will not be undertaken which may represent a conflict of interest with Council activities or have a detrimental affect on the performance of the employee.

Comply with all workplace health and safety statutes, regulations, prescribed procedures, in particular the Queensland Workplace Health & Safety Act 1995 and LCC WH&S Directive PSM 020. Commitment to safe work practices instructions and rules. Use appropriate protective clothing and equipment

Commitment to Equal Employment Opportunity, Diversity and Merit principles.

Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

Conduct all business transactions in an ethical, friendly, efficient and professional manner.

Provision of quality customer service.

Delivering on the responsibilities of staff as detailed in Council's Certified Agreement.

Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

Actively participate in the Performance Planning and Review process and attend training and development opportunities as required.

POSITION-SPECIFIC KEY RESPONSIBILITIES:

Research, Planning and Policy

Implement best practice planning, develop innovative sports club policies and programs in the areas of club development and provide expert advice to Council regarding the direction of Council's club development program.

Develop partnership opportunities and foster internal engagement processes in relation to club development programs and initiatives between members of the Community Services Branch and key branches across Council.

Undertake high level research relating to current and emerging club development related issues within the community and maintain and monitor systems to capture sports club information (e.g. sports clubs audit) to identify sports clubs needs within Logan.

Develop, implement and maintain Council's sports clubs policies and planning strategies including the "Sport & Recreation Strategy & Facilities Plan" and other associated documents.

Provide advice on Sports Club Development assessments in respect to development applications.

Program Development and Co-ordination

Implement Council's strategic planning documents through the ongoing identification and development of projects, programs and services (and their evaluation) designed to support club development within Logan City.

Develop and implement Council's Sport & Recreation Strategy & Facilities Plan, including the ongoing liaison with external agencies, analysis of data, reporting to Council, handling complaints and enquiries, sourcing funding opportunities, preparing funding submissions, internal and external consultation and evaluations.

Assist in the promotion of Council's objective to increase community awareness of and involvement in club sports.

Participate in the positive promotion of Logan City as a healthy and active community in collaboration with other branches including the Community Engagement and Marketing Branch.

Undertake club audits and liaise with internal and external stakeholders regarding advice and recommendations.

Assist in the ongoing development and implementation of Council's Energise training program and other associated community education, training or information sharing for Council staff.

POSITION TITLE: CLUB DEVELOPMENT OFFICER

Government and Community Engagement

Represent Council at key club development forums.

Undertake high level engagement and foster positive partnership opportunities with key government agencies including Sport & Recreation Queensland and Queensland Health.

Undertake high level engagement and foster positive partnership opportunities with key community networks and agencies including community consultative committees and community network groups.

Investigate club development enquiries from the community.

Assist in the implementation, reporting and actioning of recommendations from Council's Community Services Committee.

Other duties associated with the role

Prepare and present reports and briefing notes to the Deputy CEO and Council.

Promote and maintain a positive organisational image and good community relations.

Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training.

POSITION-SPECIFIC ENTITLEMENTS/CONDITIONS: The flexibility to occasionally work outside standard hours (8am-5pm) of work.

DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

The Club Development Officer is accountable to the Program Leader Sport and Recreation.

EXTENT OF AUTHORITY:

Level 5; Works under general direction and exercises a degree of autonomy

Level 6; Works under limited direction, exercises a degree of autonomy and manages significant projects

SELECTION CRITERIA:

1. Demonstrated experience in recreation planning, sport development/management, leisure studies or a related discipline
2. Demonstrated ability to consistently achieve goals and outcomes in terms of project management, project budget development, monitoring, and reporting, initiating and developing innovative and sustainable Council and community based projects.
3. Demonstrated ability in networking and partnering skills.
4. Demonstrated knowledge of current State and Federal governments programs and State and National Governing Organisations programs, including funding programs and the ability to successfully engage these funding programs. Related experience and knowledge of the Local Government environment would be highly regarded.
5. Demonstrated high level of verbal and written communication and negotiation skills with a range of stakeholders including elected members, community groups, other levels of government and the business sector.
6. Proven ability to work both as a team and independently and the ability to coordinate and participate in multi-disciplinary teams.
7. Demonstrated ability to use word processing packages and other software systems.
8. Demonstrated experience and competence in the provision of planning, policy development, coordinating community development and the implementation of capacity building strategies and tertiary qualifications would be highly regarded.

REQUIREMENTS:

- Must possess a current Queensland "C" Class Driver's Licence.

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POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Logan City's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.