

**LOGAN CITY COUNCIL**  
***POSITION DESCRIPTION***

<b>POSITION TITLE:</b>	Sport and Recreation Planner	<b>DATE AUTHORISED:</b>
<b>POSITION NO.:</b>	5318, 5320	09/05/08
<b>STREAM:</b>	Community and Customer Services	
<b>BRANCH:</b>	Community Services	
<b>AWARD STREAM:</b>	Community and Environmental Services	<b>DATE REVIEWED</b>
<b>LEVEL:</b>	6	22/07/09

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**POSITION OBJECTIVE:**

To coordinate the implementation of sport, recreation and physical activity projects, programs, policies and initiatives designed to meet identified community needs in Logan.

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**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:**

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**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.

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**ORGANISATIONAL RELATIONSHIPS:**

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

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**CORPORATE RESPONSIBILITIES:**

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

Commitment to Council's Corporate Plan.

## **POSITION TITLE: SPORT AND RECREATION PLANNER**

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:**

#### **Planning**

- Identify gaps in the sport, recreation and physical activity areas and support the planning, development and facilitation of new and innovative projects, in conjunction with external service providers.
- Input into planning processes (eg: Development Applications, Local Area Plans, Master Plans, and facility development)
- Ensure that all projects are completed within agreed timeframes and within budgetary constraints.
- Prepare funding submissions to State and Federal government departments, private enterprise and other funding bodies.
- Assist the Program Leader to establish, implement and evaluate projects to identify and assess sport and recreation needs relevant to the Logan community.

#### **Program/Project Development and Coordination**

- Coordinate and/or source research and analysis of current and emerging needs of the sport, recreation and physical activity sectors and the community.
- Coordinate and facilitate the delivery of a range of specific sport, recreation and physical activity programs that result in an increase in participation levels for the Logan community, in particular key target groups. Facilitate cost effective and cost accessible opportunities for increased participation in sport, recreation and physical activity and their promotion.
- Coordinate and manage the implementation and maintenance of Council's sport, recreation and physical activity strategies and contribute to the development of related policies and strategies (e.g. Sport and Recreation Strategy, Recreation Trails Strategy, Logan Public Health Plan).
- Coordinate and manage projects, programs and services designed to build the capacity of the sport, recreation and physical activity sectors, including the development and maintenance of grants to support sport, recreation and physical activity initiatives and programs within Logan City.

#### **Community Engagement**

- Coordinate and undertake engagement with key *government* agencies and representation on key networks.
- Coordinate and undertake engagement with key *community* networks and agencies.
- Coordinate and undertake engagement and partnership development with funding providers.

#### **Leadership and Provision of professional advice**

- Identify best practice planning, policies and programs in the areas of sport, recreation and physical activity and provide expert advice to Council regarding the direction of Council's initiatives, in consultation with the Program Leader Sport and Recreation.
- Lead and contribute to the development of policies and procedures covering a range of complex contemporary issues.
- Provide advice and support to other areas of Council, business, the community, and the community sector on matters relating to sport, recreation and physical activity.
- Represent the views and interests of Logan City Council at relevant networks and forums in line with the Corporate Plan 2009 - 2013.
- Pro-actively provide facilitation advice and support to key groups.
- Provide relevant professional advice and support of sport, recreation and physical activity coordination, oversight, development and evaluation of key community capacity building projects and initiatives.
- Identify, develop and maintain partnerships with key stakeholders in order to advance the operational objectives of the Sport and Recreation Unit and the Community Services Branch.

**POSITION TITLE: SPORT AND RECREATION PLANNER****Financial Management**

- Monitor and contribute to the preparation of program/project budgets that come under the responsibility of the Sport and Recreation Planner.

**Other duties associated with the role**

- Prepare and present reports and briefing notes to Council as required.
- Promote and maintain a positive organisational image and good community relations.
- Undertake any other such duties as from time to time that may be nominated by the Program Leader Sport and Recreation or the Community Services Manager.

**POSITION-SPECIFIC ENTITLEMENTS/CONDITIONS:** The flexibility to occasionally work outside of standard business hours.

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

The Sport and Recreation Planner is accountable to the Program Leader Sport and Recreation.

**EXTENT OF AUTHORITY:**

This position exercises a degree of autonomy and decision making responsibility in coordination of sport, recreation and physical Activity and works under limited supervision.

**SELECTION CRITERIA:**

1. Tertiary qualifications and relevant experience in Sport and Recreation or a related discipline.
2. Demonstrated experience in leading and coordinating the development and of sport, recreation and/or physical activity planning strategies.
3. Development, implementation and evaluation of projects, programs and services designed to build the capacity of sport, recreation and physical activity providers.
4. Success in securing funding from external agencies and demonstrated experience in implementing programs and appropriately acquitting the funds to meet the expectations and timelines of the funding agency/s. Knowledge of funding programs and sources an advantage.
5. Demonstrated proficiency in project management and experience in the preparation, control and reporting of finances.
6. Highly developed written and oral communication skills including the ability to effectively negotiate.
7. High personal drive including a positive and proactive approach to work situations and problem resolution and high standards of personal and professional ethics.

**REQUIREMENTS:**

- Possess a "C" Class drivers licence

**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.