



## KINGBOROUGH COUNCIL

### INFORMATION PACKAGE FOR APPLICANTS



**Position:** Sports and Events Officer  
Position Number 000053

**Employment Status:** Ongoing full-time

**Department:** Kingborough Sports Centre

**Applications Close:** Friday 7 July 2017

Thank you for your interest in applying for a position with the Kingborough Council

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## **THE CONTENTS OF THIS PACKAGE INCLUDE:**

1. An introduction to the Kingborough Sports Centre
2. Position advertisement
3. Selection criteria statement
4. The position description
5. Final checklist for applicants



The Kingborough Sports Centre is a Council-run community sports centre located at Kingston View Drive, Kingston.

The main stadium offers a great range of sports, including basketball, netball, squash, futsal, volleyball and, martial arts.

The Sports Centre offers:

- Facility hire for all types of events;
- A well-equipped Fitness Centre with highly-qualified staff and a variety of fitness classes and personal training options. Equipment includes treadmills, elliptical trainers, upright exercise bikes, recumbent exercise bikes, weights, and Jacobs Ladders;
- A range of fitness classes such as Spin, Step, Punch, Pump'd, metafit, the Sufferfest, Cycle-lates and Staying Active (over 55's).
- Pilates classes;
- Free child-minding;
- On-site café.

**Main Sports Centre opening hours:**

9am-11pm Monday to Friday.

9am-12.30pm Saturday.

12pm-6pm Sunday.

**Fitness Centre opening hours:**

6am-8pm Monday to Thursday.

6am-7.30pm Friday.

8.30am-12.30pm Saturday.

3pm-6pm Sunday.

More information is available at the website at [www.ksc.tas.gov.au](http://www.ksc.tas.gov.au).

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## **POSITION ADVERTISEMENT**

### **SPORTS AND EVENTS OFFICER**

If you have exceptional customer service skills, the ability to work in a team environment and are passionate about the benefits the Kingborough Sports Centre provides to our members and patrons, we would love to hear from you.

The Sports and Events Officer is involved in the preparation and set up for sporting events, recruiting teams and organising fixtures, as well as umpiring and supervising games such as futsal and dodgeball. The role is also required to provide customer service in the Sports Centre café.

The position is offered on a full-time basis, including regular evening and weekend work, with a commencing salary of \$51,763 per annum.

**How to apply:** A copy of the position description for this vacancy and information detailing requirements for applications are available on Council's website [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au). All applications must include a document addressing the selection criteria and a current resume. Further details are available from the Manager Community Services, Anj Jenni on 6211 8200.

**Applications close at 4.00p.m on Friday 7 July 2017 and should be forwarded to the Executive Manager Organisational Development by email on [recruitment@kingborough.tas.gov.au](mailto:recruitment@kingborough.tas.gov.au).**

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## KEY SELECTION CRITERIA

### Please address these selection criteria in your application


#### Essential

1. Previous experience and a demonstrated interest in working in a fitness, sporting and recreation environment.
2. Strong interpersonal and communication skills, with demonstrated ability to assist customers from all backgrounds.
3. Ability to work co-operatively as part of a team, but also work independently without direct supervision as required.
4. An understanding of safe work practices in a fitness, sporting and recreation environment.
5. Competent computer skills using Microsoft Office products and computerised point of sale systems.
6. Physical capacity to undertake sporting activities and set up equipment and activities as required.
7. Recognised first aid qualification - Apply First Aid and CPR Certification (or ability to obtain).

#### Desirable

1. Previous experience in a café environment, coffee making/barista skills and food handler certification, or the ability to acquire these skills.
2. Experience in a sports coaching environment and accredited coaching skills in sports such as basketball or futsal.

## POSITION DESCRIPTION

 <b>Kingborough</b>	<b>Sports and Events Officer</b> <b>Kingborough Sports Centre</b>	<b>PD No. 000053</b>		
		<small>VERSION</small> 03	<small>LAST REVIEWED</small> June 2017	<small>NEXT REVIEW</small> June 2019
<b>Classification</b>	Admin/Clerical Level 2			
<b>Special Conditions</b>	<p>The position is subject to the provisions of the <i>Kingborough Sports Centre Employee's Collective Agreement 2006</i>. Participation on roster arrangements, including weekends, evenings and public holidays is an essential requirement.</p> <p>Council will require the incumbent to provide a National Police check and a current Working with Vulnerable People (child related activity) Registration.</p>			
<b>Position Objectives</b>	<p>As a member of the Kingborough Sports Centre Team, the Sports and Events Officer will work cooperatively with other team members to provide accurate, professional and timely information and advice regarding the centre's activities and facilities.</p> <p>The Sports and Events Officer will be involved with customer service, food handling, coffee making, centre bookings, membership enquiries and preparation for sports and events across the facility.</p> <p>This role requires an understanding of quality customer service, working in a café environment, a keen interest in sporting/fitness activities and events, a good level of organisational skills, and team work.</p>			
<b>Key Responsibilities</b>	<p><b>Stadium Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Setup and pull down for all stadium sporting activities including basketball, volleyball, futsal and indoor soccer.</li> <li>▪ Setup and pull down for large events at KSC.</li> <li>▪ Safe handling, storage and care of equipment.</li> <li>▪ Deliver sporting activities and programs on the courts. This includes futsal, dodgeball, special needs sports and children's</li> </ul>			

activities.

- Promote and recruit teams and umpires for the stadium sporting and recreational activities.
- Ensure that all activities are undertaken in a safe environment and administer first aid to patrons as required.

#### **Customer Service Functions**

- Undertake front counter duties including bookings, answering phone calls, registrations, memberships and café sales/food handling/coffee making.
- Ensure that accurate records are maintained and completed within appropriate time frames.
- Assist with the administration of sporting competitions.
- Assist with bookings administration and stakeholder communications
- Assist with the scheduling of stadium activities/events.
- Provide quality customer service and advice regarding the services, programs and facilities.
- Maintain a well presented, clean reception and café area at all times.
- Perform cash handling and cash balancing tasks.
- Undertake the opening and closing of the Sports Centre and Fitness Centre as required.
- Provide administrative assistance to the Team Leader and other members of the Kingborough Sports Centre team as required.
- Order stock as required in absence of the Team Leader or other senior staff.
- Undertake Stock rotation, management and wastage control at the direction of the Team Leader.

#### **Facilities Maintenance**

- Ensure that all sporting and fitness equipment, facilities and areas are well maintained and safe, by following reporting procedures for maintenance.
- Undertake security checks of the building as required.
- Other duties as required/directed from time to time. An employee

	<p>may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.</p>
	<p><u>Reports to:</u> KSC Team Leader</p> <p><u>Internal Liaisons:</u> Sports Centre staff</p> <p><u>External Liaisons:</u> Customers, community members, contractors, patrons, members, stakeholders.</p>
<b>Code of Conduct</b>	<p>Council is committed to maintaining the highest standard in our dealings with the community and promoting equity and respecting diversity within the workplace. Council's Code of Conduct for employees details the principles of good conduct and standards of behaviour that Council has determined the community can reasonably expect employees to demonstrate in the performance of their duties and functions.</p>
<b>Workplace Health and Safety</b>	<p>Council recognises the need for all staff to play a role in workplace occupational health and safety. The employee shall comply, so far as is practicable, with all relevant Workplace Health and Safety policies, procedures, legislation and good practice including:</p> <ul style="list-style-type: none"> <li>• adhering to all safe working procedures.</li> <li>• adhering to Council's OH&amp;S and risk management policies.</li> <li>• taking reasonable care of themselves and others who may be affected by their actions.</li> <li>• ensuring due care is taken for any Council property for which the officer is responsible.</li> <li>• taking due care to prevent property losses or damage.</li> </ul>
<b>Security of Council Information</b>	<p>Security of Council information viewed or accessed during the course of employment is not to be divulged to any person unless authorised to do so.</p>
<b>Customer Service</b>	<p>Council is committed to the provision of timely, efficient, consistent and quality customer service. Council's Customer Service Charter outlines the rights of our customers, the standard customers can expect when dealing</p>



	with Council and what a customer can do if dissatisfied with Council decisions for actions.
<b>Qualifications and Experience</b>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Previous experience and a demonstrated interest in working in a fitness, sporting and recreation environment.</li> <li>2. Strong interpersonal and communication skills, with demonstrated ability to assist customers from all backgrounds.</li> <li>3. Ability to work co-operatively as part of a team, but also work independently without direct supervision as required.</li> <li>4. An understanding of safe work practices in a fitness, sporting and recreation environment.</li> <li>5. Competent computer skills using Microsoft Office products and computerised point of sale systems.</li> <li>6. Physical capacity to undertake sporting activities and set up equipment and activities as required.</li> <li>7. Recognised first aid qualification - Apply First Aid and CPR Certification (or ability to obtain).</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Previous experience in a café environment, coffee making/barista skills and food handler certification, or the ability to acquire these skills.</li> <li>2. Experience in a sports coaching environment and accredited coaching skills in sports such as basketball or futsal.</li> </ol>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Strong commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire.</li> <li>• Demonstrated willingness to participate in self development programs to enhance personal contribution to the organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to build and maintain co-operative relationships.</li> <li>• Highly motivated with the ability to work in a team environment.</li> </ul>
<p><b>Behavioural Skills</b></p>	<ul style="list-style-type: none"> <li>• The ability to function as a competent, motivated and professional member of the Kingborough Sports Centre and demonstrate a commitment to the Council’s values and expected behaviours.</li> </ul>

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## FINAL CHECKLIST FOR APPLICANTS

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Application Package.
- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents. Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you are seeking the position with the Council.
- A summary addressing each of the Selection Criteria
- A current copy of your resume

Your application should be addressed **“Confidential Job Application – Sports and Events Officer”** and forwarded by email to [recruitment@kingborough.tas.gov.au](mailto:recruitment@kingborough.tas.gov.au)

**Good luck with your application**