



POSITION DESCRIPTION

Manager Kingborough Sports Precinct

POSITION DETAILS

Position No.	000050	Department	Governance, Recreation and Property Services
Employment Status	Full time	Location	Kingborough Sports Centre

POSITION OBJECTIVE

The position is responsible for the efficient operation and strategic development of the Kingborough Sports Centre and surrounding precinct, ensuring it continues to meet the needs of the community by providing a variety of recreational and sporting activities.

KEY FUNCTIONS AND RESPONSIBILITIES

Departmental Management

- Manage the activities, workloads and performance of all Departmental staff, as well as coordinating procedures and providing strategic direction.
- Provide regular reports to Council and the Executive Leadership Team on progress towards objectives required within the Council's Strategic and Annual Plans.
- Provide Departmental input to the Council strategic planning process and the Annual Report.
- Provide high level advice to and participate on Council strategic project groups and other Council or governmental working groups that manage or advise on significant projects that have sport and recreational implications.
- Maintain effective and productive relationships with councillors, relevant stakeholders and the community, and undertake other such related duties as required

Kingborough Sports Centre Operations

- Oversee the operations of the Centre and ensure all activities, programs and events have a business development focus and are conducted in line with Council's strategic aims.
- Develop and maintain a strong culture of quality customer service, continuous improvement and efficient work practices within the Centre.

- Ensure the implementation of Council policies and procedures with respect to human resources, asset management, workplace health and safety and risk management.
- Prepare and submit budget estimates, implement approved budgets, monitor expenditure and report on exceptions.
- Prepare and implement building maintenance and asset replacement plans for the Centre and its equipment.
- Oversee agreements for leased facilities within the Centre.

Sports Precinct

- Drive the strategic development of the precinct, including the integration of the Jack Jumpers and AFL High Performance Centres.
- Assist in the coordination of events and activities within the broader operations of the Kingborough Sports Precinct.
- Investigate opportunities for the development of an aquatic facility within the Precinct and provide high level support to the Kingborough Aquatic Committee
- Work with user groups to progress the development of facilities, including identification and sourcing of external funding opportunities.

Risk Management and Work Health and Safety

- Ensure regular risk and safety inspections are scheduled to ensure safety compliance.
- Ensure all work by staff and contractors is undertaken with compliance with WH&S policies and duty of care obligations to staff, the public and Council. Where WHS non-conformance is identified, take appropriate action to make the worksite safe and rectify unsafe or substandard work practices.
- In consultation with the WHS Advisor, investigate incidents to ensure appropriate follow up action is taken.
- Report all public liability and insurance claims to the Manager Finance.
- Ensure workers are provided with relevant WHS information and they are trained and competent in the relevant safety procedures as required.
- Ensure the Centre is well maintained and ensure appropriate induction and supervision of contractors working onsite.

Business Development:

- Pursue opportunities to maximise the usage of the centre and its income generating potential.

- Drive the implementation of strategic initiatives that improve the performance of the Centre as a business.
- Monitor the performance of the Fitness Centre to ensure it remains competitive within the industry and there is a balance between its business and community focus.
- Review operating systems at the Centre and implement contemporary venue management practices.
- Promote the Centre as a venue for a diverse range of indoor events.
- Undertake marketing of the Centre through a range of mediums, including social media.
- Seek external sources of revenue for the activities of the Centre and upgrade of its facilities, including sponsorship and grants.

Other Duties

- Assist in the planning, establishment and operation of the Sports Centre as an Emergency Evacuation Centre as required.
- Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.
- Provide an after-hours contact for Tas Fire Service and security.

Work Health and Safety: Council recognises the need for all staff to play a role in workplace work 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:

- Adhering to all safe working procedures;
- Adhering to Council's WH&S and risk management policies;
- Taking reasonable care of themselves and others who may be affected by their actions;
- Ensuring due care is taken for any Council property for which the officer is responsible; and
- Taking due care to prevent property losses or damage.

Authority and accountability: This position will make decisions for which it will be held accountable. The position is responsible for leading the strategic direction of the Kingborough Sports Precinct and coordinating the activities of Departmental staff.

Judgment and problem solving: This position is responsible for the resolution of problems which require highly analytical reasoning and integration of wide-ranging and complex information. Although answerable to the Divisional Director, a high level of independence is required in determining how to deal with different issues.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Reports to** – The position reports to the Director, Governance Recreation and Property Services. The position works collaboratively with other members of the management team in carrying out its duties.
2. **Direct Reports** – The following positions report directly to the Manager - Fitness Centre Coordinator, KSC Coordinator, Turf Team Leader.
3. **Internal Liaisons** - Councillors, Management Team and staff.
4. **External Liaisons** – The position is responsible for maintaining strong relationships with Community members, customers, sporting clubs, contractors, consultants, media organisations, suppliers and contractors.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- An appropriate vocational or tertiary qualification relevant to business management and/or the operations of a sporting facility.
- Demonstrated experience in the management of an indoor sporting facility.
- Demonstrated ability to develop a strong performance culture and provide strategic leadership within a team environment.
- Strong relationship management and community engagement skills, with the ability to work with a broad range of stakeholders.
- Proven financial management skills together with experience in the development and monitoring of budgets.
- Sound understanding of risk management principles and work health and safety practices in a sports facility environment.
- Ability to set priorities to achieve a range of outcomes within broad parameters set by the organisation's strategic and operational plans.
- Demonstrated level critical thinking and problem-solving ability with the capacity to solve complex and diverse issues in a timely and professional manner.
- Proven experience in leading improvement initiatives and change management projects.
- Competent computer skills in the use of Microsoft Office products.

Licences



- A Working with Vulnerable People (child related activity) Registration,
- A satisfactory National Police check.
- Current driver's licence.



DESIRABLE

- Knowledge of the roles and responsibilities of Local Government.
- A recognised First Aid Certificate.

LEADERSHIP COMPETENCIES

The following leadership competency profile applies to all senior leadership positions in Council. Senior leaders are expected to be a positive role model and to demonstrate a commitment to Council's leadership competencies, behaviours and values.

Capability Group	Descriptor
 Lead and Manage People	<i>Engage and motivate staff, develop capability and potential in others by:</i> <ul style="list-style-type: none">• Building an environment of trust and resilience and being dependable as a leader;• Clearly defining roles and responsibilities;• Knowing each team member's strengths, weaknesses, goals and concerns and helping our people to be the best they can be;• Having difficult conversations regarding poor or ineffective performance;• Sharing expectations with your team and managing expectations around organisation and team needs; and• Being self-aware of the impact our words and our behaviour has on others.
 Inspire and Recognise	<i>Communicate organisational vision, purpose, goals and priorities and recognise achievements by:</i> <ul style="list-style-type: none">• Explaining the organisation's vision and purpose and how the team's work relates to this;• Role modelling the values and behaviours we want to see in our people;• Keeping the team informed with organisational policies, processes, procedures and decisions;• Valuing diversity, that we are all different and that we all bring something different to the team;• Broadening our team's horizons to see how others do things;• Facilitating opportunities to recognise and reward the team and individual efforts and performance; and

	<ul style="list-style-type: none"> Encouraging the team to be accountable and own up to mistakes, share, reflect and learn from them.
 <p>Optimise Workforce Contribution</p>	<p><i>Recruit and deploy people effectively and apply sound workforce planning principles by:</i></p> <ul style="list-style-type: none"> Recognising the risks that exist and engaging with our people to put effective controls in place; Understanding and articulating community needs and expectations to the team; Leading and implementing change effectively; Reviewing and improving our processes to ensure they enable us to do our work efficiently and effectively; Allocating work tasks appropriately to make the best use of the skills and strengths in the team; and Ensuring team members make effective and efficient use of their time.
 <p>Effectively Communicate and Engage</p>	<p><i>Initiate, support and champion communication and assist others to engage using effective communication methods by:</i></p> <ul style="list-style-type: none"> Facilitating two-way communication and providing timely feedback to staff on their ideas, questions and concerns; Tailoring messages to suit the needs of a range of different audiences so that they listen, understand and buy in; Collaborating with others to understand what each of us need to do to provide agreed services to our customers and other stakeholders; Using critical and reflective thinking and questioning to facilitate problem solving, learning and improvement; and Facilitating the development of effective relationships to improve the way we work together.