

MANAGER SPORTS AND RECREATION

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Quoting 190201-01



- Sydney Metro Local Government Area
- Senior Management and Leadership Position

ABOUT THE EMPLOYER

One of the 30 Local Government Areas (LGA) in metropolitan Sydney, this organisation has a values driven culture and a commitment to the community, along with all the lifestyle benefits that come with working for local government.

Full details on the organisation will be provided to progressing candidates.

MANAGER SPORTS AND RECREATION

The Manager Sports and Recreation is responsible for the effective planning and provision of high quality Sports and Recreation facilities for this LGA. This position is responsible for the management of LGA run recreation facilities including athletic and playing fields, ovals, pitches, courts, golf courses and aquatic/fitness/leisure centres. The role is also key in identifying, reviewing and reporting on community needs and priorities to LGA staff, management and key stakeholders.

This role acts as a primary service provider under relevant legislation for the delivery of community services functions and is part of the leadership team of the LGA.

To be considered for this role you will hold relevant tertiary qualifications and/or have equivalent experience in sports, recreation, facility management or related field. You will be a dynamic and credible leader, experienced in managing multi-disciplinary teams with a customer centric approach to service and the ability to swiftly build and maintain strong relationships with stakeholders and community groups. You will need to demonstrate a successful track record in a number of functional areas within the sports and recreation sector including effectively managing financial budgets and resources, as well as delivering against approved strategic objectives.

This is a unique opportunity to lead, inspire and manage the Sports and Recreation teams to achieve sustainable service outcomes that reflect the community needs of the area, and to promote the LGA as a credible partner in the provision of recreation and sporting opportunities, and provision of operations support to internal clients.

- Oversee and develop Sports and Recreation Facilities
- Maximise community use of services

KEY ACCOUNTABILITIES

The Manager Sports and Recreation will be required to:

- Manage and oversee a multi-million dollar sports and recreation, budget, resources and facilities.
- Promote a customer centric approach to service delivery, recognising and considering the needs of all social target groups in planning and delivering sports and recreation opportunities.
- Apply collaborative and partnership approaches to deliver, facilitate and advocate opportunities that promote community well-being for the local community.
- Identify available funding opportunities including grants and sponsorships.
- Maintain strong relationships with sporting and community groups while delivering policies, decisions and vision. This includes convening forums and workshops from time to time. Provide effective and customer centric booking process for the booking of properties and recreation facilities.
- Effective management of established contracts / leases with user groups of sports and recreation facilities.
- Deliver effective operational support internally, including courier, transport and caretaking services.
- Engage and consult with stakeholders to identify their requirements and use this information to enable organisational direction, strategy and action.
- Deliver value for all stakeholders in an ethical, social and environmentally responsible manner.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.

KEY CHALLENGES

- Identifying and resolving issues related to use of sports and recreation facilities.
- Ensuring cooperation between user groups of recreation facilities whilst maintaining facilities to a high standard.
- Raising the profile of sports and recreation offerings.
- Effective management of competing priorities ensuring the best outcome for the community.
- Strong and effective management of diverse internal and external stakeholder groups.
- Identifying best practice technology used to manage the services and facilities under the sports and recreation portfolio.

INTERNATIONAL RECRUITMENT CENTRE

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A specialist division of People Recruitment Group

MANAGER SPORTS AND RECREATION

ROLE DIMENSIONS

Reports to: Director, Community Services

Direct Reports: 3, plus a staff resource that can range 40+.

Decision Making:

- The role operates with a high level of autonomy and is fully accountable for the delivery of initiatives and projects, on time, within budget and to meet expectations in terms of quality, deliverables and outcomes.
- Accountable for implementing the decisions made by the governing body, Senior Management and Directors.
- Guided by approved strategic plans, statutory guidelines and relevant legislation.
- Determine day-to-day Unit priorities in line with approved budget and plans.
- Balancing community expectations, staffing, resources, and government requirements in a politically sensitive environment.
- Requires the ability to navigate within the constraint of the LGA's internal processes for decision making.

SELECTION CRITERIA

In addition to demonstrating **relevant experiences across the core functional areas of responsibility identified in this**

Position Overview, candidates applying for the Manager Sports and Recreation role will require a range of personal and professional skills, including:

- Tertiary qualifications and/or equivalent experience in a relevant field.
- Demonstrated experience in leading and managing multi-disciplinary teams within a relevant field.
- Demonstrated experience and knowledge across a number of functional areas within a relevant field.
- Demonstrated skills in developing and effectively managing a financial budget.
- National Criminal Records Check.
- Working with Children Check.
- Class C Drivers Licence.
- Meet the NSW Public Sector Capability Framework Capabilities outlined at the end of this document.

LOCATION AND TRAVEL

The Manager Sport and Recreation is expected to work full-time from the offices within the LGA. The nature of the position will require regular travel throughout the LGA region to visit sports and recreation facilities and attend scheduled meetings and events. An optional company lease back vehicle is available for personal and business use while a class C drivers' licence is essential.

HOURS OF WORK

This is a full time position, working 35 hours a week. Due to the nature of the role and the sports and recreation industry, after-hours work including evenings and weekends (approximately one evening a week) will be required to attend meetings and events throughout the year.

REMUNERATION GUIDE

A remuneration package of \$127,713 to \$147,335 pa plus superannuation, plus two weeks extra annual leave will be available to the successful candidate, negotiable depending upon skill level and experiences. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

TIMELINES

Final interviews and the appointment of the Manager Sports and Recreation will be scheduled as early as possible based on the availability of candidates. The successful candidate would be expected to commence duties as soon as possible.

The Sportspeople Recruitment Application Form contains specific questions regarding your availability.

PLEASE APPLY NOW TO AVOID MISSING OUT!

Sportspeople Recruitment will commence screening and interviewing for this role immediately. **If you are intending to apply, please do so now** to avoid missing out on this opportunity. Sportspeople Recruitment reserves the right to close applications at any stage of the recruitment process if we feel we have received a sufficiently strong candidate group.

Preferred Format: Candidates must complete and submit the **Sportspeople Recruitment Application Form** at the time of applying. The Form is available as a download at the Sportspeople Jobs Market listing for this role and contains questions against which we require your specific response prior to considering your application. Sportspeople Recruitment prefers a 2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

APPLY TO

Your application should be sent electronically to jobs@peoplerecruitmentgroup.com with the subject identifier of the email to be formatted as follows:

190201-01 Manager Sports and Recreation <<Your Name>>

MANAGER SPORTS AND RECREATION

ENQUIRIES

The Manager Sports and Recreation recruitment assignment is being managed exclusively by **Sportspeople Recruitment** - a specialist division of People Recruitment Group.






In the first instance general enquiries should be directed to Scott Oakhill on 0408 258 337, FREECALL AU 1800 634 388 or +61 2 9555 5000.

CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
	Display Resilience and Courage	Advanced
	Act with Integrity	Advanced
	Manage Self	Highly Advanced
	Value Diversity	Adept
	Communicate Effectively	Advanced
	Commit to Customer Service	Advanced
	Work Collaboratively	Highly Advanced
	Influence and Negotiate	Advanced
	Deliver Results	Adept
	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Advanced
	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Adept
	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

MANAGER SPORTS AND RECREATION

CAPABILITIES FOR THE ROLE (Continued...)

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Advanced	<ul style="list-style-type: none"> • Stay calm and act constructively in highly pressured and unpredictable environments • Give frank, honest advice in the face of strong, contrary views • Accept criticism of own ideas and respond in a thoughtful and considered way • Welcome new challenges and persist in raising and working through novel and difficult issues • Develop effective strategies and show decisiveness in dealing with emotionally charged situations, difficult and controversial issues
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> • Model the highest standards of ethical behaviour and reinforce them in others • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Ensure that others have a working understanding of the legislation and policy framework within which they operate • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> • Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Commit to Customer Service	Advanced	<ul style="list-style-type: none"> • Promote a culture of quality customer service in the organisation • Initiate and develop partnerships with customers to define and evaluate service performance outcomes • Promote and manage alliances within the organisation and across the public, private and community sectors • Liaise with senior stakeholders on key issues and provide expert and influential advice • Identify and incorporate the interests and needs of customers in business process design • Ensure that the organisation's systems, processes, policies and programs respond to customer needs

CAPABILITIES FOR THE ROLE - Focus Competencies (Continued...)

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Highly Advanced	<ul style="list-style-type: none"> • Establish a culture and supporting systems that facilitate information sharing, communication and learning across the sector • Publicly celebrate the successful outcomes of collaboration • Seek out and facilitate opportunities to engage and collaborate with stakeholders to develop organisational, whole-of-government and cross-jurisdictional solutions • Identify and overcome barriers to collaboration with internal and external stakeholders
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • Understand the links between the business unit, organisation and the whole-of-government agenda • Ensure business plan goals are clear and appropriate including contingency provisions • Monitor progress of initiatives and make necessary adjustments • Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately • Consider the implications of a wide range of complex issues, and shift business priorities when necessary • Undertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives