

Position Description



Position Title: Indigenous Community Sport and Recreation Officer

Branch: PCYC Bundaberg

Primary purpose of role: The Indigenous Community Sport and Recreation Officer will primarily be responsible for building community involvement and ownership of sport and recreation activities/programs with local Indigenous communities that aligns with the Community Sport and Recreation Action Plan. This will include the development and delivery of a broad range of programs that address the sporting and recreational needs of the local community.

Reporting Structure

Reports to:
Branch Manager

Roles reporting to this position:
May supervise volunteers

Working Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none">• PCYC Branch Management and staff• PCYC Indigenous Programs Development Unit• PCYC State Team as required	<ul style="list-style-type: none">• Indigenous Network Groups• Sport and Recreation Services Indigenous Advisers• QPS and other Government stakeholders• Community / NGO Providers

Key Performance Indicators

KPI	Description	Measures
Program Development	<ul style="list-style-type: none">• Develop and deliver a broad range of short and long term programs that address the sporting needs of the local community• Work with local Indigenous communities to increase participation in the delivery of sport and recreational activities through skills development and transfer• Organise relevant training for volunteer coaches and implement training activities designed for targeted community members• Work as part of the IPDU and with the Grants Unit in the preparation of grant applications that support local sport and recreation activities• Undertake relevant administrative and support duties in the management and coordination of the program including setting up and taking down sport and recreation activities as required• Maintain records of program activity and budget spend and provide reports as	<ul style="list-style-type: none">• Feedback reflects programs that meet community needs• Increase in number of participants in sport and recreation programs within local community• Local training organised to meet the needs of local community volunteers• Grant applications submitted in line with funding requirements and timeframes• Administrative and support tasks carried out within agreed timeframes and to a satisfactory standard• Program records and budget accurately maintained and reports provided within agreed

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	<ul style="list-style-type: none"> required Build effective relationships both internally and externally to contribute to the ongoing development and sustainability Indigenous sport and recreation programs Supervise volunteer team members to ensure program outcomes are met 	<ul style="list-style-type: none"> timeframes Networks are established through attendance at local/regional/state meetings pertaining to sport and recreation activities Able to demonstrate that volunteers are supervised and appropriately trained
Customer Service	<ul style="list-style-type: none"> Maintain good working relationships and respond to enquiries from internal and external stakeholders in a timely manner Provision of competent and confidential administrative support to the Branch Manager and other Branch staff as required 	<ul style="list-style-type: none"> Customer satisfaction with services provided Responses to client enquiries within agreed timeframes Maintenance of privacy and confidentiality of commercial, personal and operational information
Teamwork	<ul style="list-style-type: none"> Participate as an active member of the team and work collaboratively with others to achieve outcomes Contribute to continuous improvement in Branch operations and customer services 	<ul style="list-style-type: none"> Behaviours in line with and reflective of Code of Conduct Feedback demonstrates an ability to engage and work within a team environment and contribute as required Evidence of improvement from lessons learnt
PCYC Policy and Procedures	<ul style="list-style-type: none"> Gain an understanding of and comply with PCYC policies and procedures Understand and ensure compliance with PCYC work health and safety policies and procedures in all Association workplaces Accepts personal responsibility for maintaining a safe workplace and work practices 	<ul style="list-style-type: none"> Demonstrated knowledge of and compliance with all PCYC policies and procedures Comply with work health and safety practices including identification and reporting of hazards/workplace incidents as they occur

While representative of the duties and responsibilities of the role, this Position Description does not imply that these are the only duties to be performed. The employee may be required to follow any other lawful instructions and to perform any other duties reasonably requested and within the assessed skills of the employee.

Selection Criteria

To qualify for this position the following essential criteria must be met:

1. Minimum Certificate III, or at least 2 years' experience, in a relevant area of practice
2. Demonstrated experience or capacity to develop and implement sport and recreation programs in Indigenous communities
3. Demonstrated understanding of the sport and recreation sector
4. Effective communication and interpersonal skills with demonstrated ability to build relationships with stakeholders including Indigenous communities
5. Effective time management skills with a demonstrated ability to meet multiple deadlines and commitments
6. Demonstrated ability to work autonomously, which may include working in remote communities
7. Intermediate skills in the Microsoft Office suite of products (Word, Excel, Outlook)
8. Eligibility for a Children's Commission Suitability Notice/Blue Card
9. Hold, or willing to obtain, a current First Aid and CPR certificate
10. Hold, or eligible to obtain, a driver's licence
11. Able to work between the hours of 6.00am to 9.00pm, Monday to Saturday; the occasional Sunday along with the ability to travel at least once a quarter to attend training events/stakeholder meetings

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Standards to which performance will be assessed

- Key Performance Indicators
 - Compliance with PCYC policies, procedures and practices
 - Compliance with the position description
 - Management and peer feedback
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Sign Off

I understand that my performance will be managed as per the requirements outlined above in the position description. I confirm that I have read, understood and commit to the above.

Employee Name: _____ **Signature:** _____

Date: _____

CREATED BY:	Senior HR Advisor
APPROVED BY:	GM People
DATE CREATED:	October 2013
VERSION CONTROL:	V2