

POSITION DESCRIPTION

POSITION DETAILS			
Position Title	Sport and Recreation Supervisor	Designation & Classification Level	RGRC Level 4
Position No	1136 / 2028	Division	Community Services and Engagement
Business Unit	Community Safety	Reports To	Community Safety Coordinator
Location	Borroloola / Ngukurr	Date Created	September 2021
POSITION CONTEXT			
Position Summary/ Purpose	<p>Roper Gulf Regional Council delivers a wide range of municipal and community services and programs across an area of 210,000 square kilometres. The region encompasses fourteen communities and twenty outstations, with approximately 80% of the population identifying as Aboriginal or Torres Strait Islander. The Council's primary purpose is to facilitate the sustainable, social, cultural, economic, and environmental development of the region while maintaining the region's strong indigenous heritage.</p> <p>The Community Safety business unit is responsible for delivering funded programs including Community Safety Patrol (Night Patrol), Outside School Hours Care, Sport & Recreation, Alcohol & Other Drugs Education, Youth Reconnect/Services, Indigenous Broadcasting, and Libraries.</p> <p>The primary purpose of the Sport and Recreation Supervisor is to be responsible for effectively organising and implementing the sport and recreation program at the designated community and maintaining the facilities, equipment and resources associated with the program. This is done in liaison with the Community Safety Coordinator and the Community Safety Officers - Sport and Recreation.</p>		
KEY RESPONSIBILITIES			
<u>Service Delivery</u>			
<ol style="list-style-type: none"> 1. Be responsible for the effective and efficient operation of the swimming pool and sport and recreation facilities within the scope of the available resources and appropriate delegations. 2. Liaise with key stakeholders and assist to develop and implement events and activity plans and schedules. 3. Carry out duties in accordance with relevant legislation and management plans for the areas maintained, including Council by-laws and Policy that relate to the swimming pool complex and sport and recreation facilities workplace environment. 4. Organise rosters and supervise staff to deliver the Sport & Recreation program to meet KPIs and external contract obligations. This includes setting tasks and checklists to achieve service delivery outcomes. 5. Provide direction and oversight to the Community Safety Officers - Sport & Recreation in the delivery of quality aquatic and sport and recreation services, ensuring safe and healthy swimming and recreation outcomes for the community. 6. Ensure any relevant Community Safety Officers are adequately trained and able to provide supervision and mentoring for all Sport & Recreation activities. 7. Complete paperwork as required efficiently and effectively, including but not limited to the collection and submission of data and reports as required to meet external contract obligations. 8. Monitor daily maintenance and cleaning of facilities and equipment, including but not limited to swimming pool/s, plant, and vehicles. This includes carrying out water quality testing of the swimming pool/s to meet health requirements, and ensuring that the swimming pool is vacuumed and all debris removed so that plant equipment functions effectively. 9. Identify and facilitate training to Council staff, Sport and Recreation staff and volunteers, and community members, in areas such as first aid, bronze medallion, lifeguard qualifications, resuscitation and water awareness programs. 10. Organise regular learn to swim classes at the swimming pool. 11. Ensure that adequate poolside supervision is maintained at all times during pool opening hours to meet safety standards. 12. Complete occurrence reports (for accidents and/or incidents) and hazard reports within required timeframes. 13. Complete and submit time and attendance records, leave and higher duty applications to the Human Resources department within specified timeframes for each pay period. 14. Participate in regular stock takes of all items held at the sport and recreation facilities and swimming pool complex to meet auditing requirements and regularly report any losses or discrepancies of capital or operational items. 15. Raise purchase orders for the supply of sport and recreation / swimming pool kiosk stock. 16. Work in collaboration with other sport and recreation staff to run sporting events, including but not limited to swimming carnivals, utilising the swimming pool complex and other sports facilities. 			

17. Ensure the safe and secure storage of all goods, which can be construed to be poisonous, flammable, corrosive or explosive, and remove all such goods from the site as soon as the need for the use of them ceases.
18. Perform other reasonable duties within the scope of the relevant level as directed by the Community Safety Coordinator and/or Management.

Workplace Health and Safety

19. All Council staff have a duty of care and a legal obligation to ensure that they:
 - Undertake work in a manner that is not harmful to their health and safety or the health and safety of others.
 - Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System.
 - Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements.
 - Attend and actively participate in WHS and other mandatory training.
 - Monitor workplace conditions and report:
 - Ideas which may improve health and safety;
 - Any work related or personal injury or illness (where it may affect their ability to work safely);
 - Any work-related incident they witness, including bullying and harassment;
 - Hazards and incidents including any malfunction or inadequacies of equipment;
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Certificate IV in Sport and Recreation, Community Development, or equivalent, and/or extensive knowledge and skills gained from previous experience in the delivery of remote region sport and recreation programs.
2. Maintain a current Lifeguard qualification, Bronze Medallion and Senior First Aid Certificate or willingness to participate in relevant training.
3. Excellent interpersonal skills with high level of ability to liaise with a wide variety of community members, visitors and Council members, including demonstrated ability to work with Indigenous people or traditional people from other cultures.
4. Demonstrated organisational skills with the ability to direct and successfully coordinate a number of different projects simultaneously and to solve daily work issues following the correct policies and procedures.
5. Able to meet the inherent requirement of the position both physically and mentally, including fitness level and agility to operate the plant and equipment and carry out all duties associated with the position.
6. Willingness to work in / travel to a range of service delivery centres.
7. High level verbal and written communication skills, including computer application skills.
8. Current NT Class C Drivers Licence with a manual driving capacity.
9. Be an Australian resident or provide the current, relevant visa to work within Australia. (Please note that RGRC do not undertake sponsorship).
10. Working with Children's Clearance (Ochre Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.
11. Undertake a new Criminal History Check prior to commencement of employment with RGRC and renew your Criminal History Check every three (3) years, or as per the Criminal History Check Policy

DESIRABLE

1. Previous experience in public swimming pool or recreation facility operations.
2. Previous experience in organising events or sporting activities.
3. Knowledge and experience in the safe handling and storage of chemicals.

5. ACKNOWLEDGEMENT

GENERAL MANAGER		Date Approved: 9/9/24	Signature: S SAUNDERS
Employee Name		Date:	Signature: