

Position Title	Coordinator Sport and Recreation
Directorate	Community Strengthening
Department/Business Unit	Safe, Active and Connected Communities
Team	Sport and Recreation
Classification	Band 8
Month/Year	June 2026
Reports to:	Manager Safe, Active & Connected Communities
Supervises:	Sport and Recreation Officer, Sport and Recreation Development Officer, Sport Liaison Officer, Project Officer Sport and Recreation and Leisure Services Officer.
Internal Liaison:	Mayor and Councillors / Executive Group / all Council Units and staff as required.
External Liaison:	<ul style="list-style-type: none"> • State and Federal Government Depts / Neighboring Councils • Governing Sporting Associations and other Professionals • Local, Regional and State Professional Networks / Media • Leisure networks, Sporting and recreational groups and organisations, such as South East Leisure, as well as professional sporting clubs such as St Kilda and Melbourne City Football Club, etc. <p>Schools / Local businesses / Residents and tenants.</p>

Position Objectives

Your primary purpose in this position is to:

- Implement the Make Your Move Physical Activity Strategy 2020-2030, providing leadership in the development of high-quality recreation and sporting opportunities and provisions for activities through sporting facilities, by planning, implementing, and monitoring effective policies and strategies and innovative strategic direction.
- Establish and grow effective agency partnerships and networks to improve service outcomes and advocate for increased program and infrastructure.
- Support and guide the team in achieving the goals of the Unit, Directorate and Council, in particular to operate across Council structures and within the community to optimise the effect of Council's recreation and sport programs, policies and strategies in meeting community needs.
- Provide funding advice and recommendations for recreation and sport projects and programs, responsive to the diverse community and in line with State and Federal Government initiatives and funded programs.
- Oversee and support the planning and delivery of key events and programs that contribute to better health and wellbeing by supporting and encouraging groups and individuals to participate in healthy activities.
- Support the planning and delivery of key / major infrastructure projects in accordance with strategic priorities (i.e., Dandenong Wellbeing Centre).
- Strive for continuous improvement and influence change to enable people within this diverse community to actively engage in a healthy, accessible, and culturally rich city.

Key Selection Criteria

You need these essential qualifications (or experience), knowledge and skills to carry out this position

- Tertiary qualifications in Sports and Recreation and / or related field along with further professional development in the relevant field including demonstrated experience in leading a team or alternatively lesser formal qualifications together with extensive and diverse experience, or intensive specialist experience in a relevant field.
- Demonstrated experience in community-based service delivery and development as well as strategic planning, policy development, and feasibility studies relating to Community services initiatives.

- Demonstrated experience in working with a wide range of community members and organisations including the ability to maintain effective partnerships and networks with key stakeholders within a culturally diverse community.
- Demonstrated significant experience in coordinating a business unit, including managing and developing a team(s), writing professional reports, overseeing submissions for a range of audiences as well as representing organisations in a professional capacity with highly developed written and oral skills.

As part of the Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- satisfactory (and ongoing) Working with Children’s Check (Employee Check)
- satisfactory (and ongoing) Police Check
- current valid (and ongoing) Victorian Driver’s Licence
- ongoing First Aid (Level 2)
- ongoing Cardiopulmonary Resuscitation (CPR)

Position Specific Responsibilities & Skills

In this position, you are responsible for:

<p><u>Team Management and Leadership</u></p>	<ul style="list-style-type: none"> • Highly developed management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities. This involves significant self-management and people management skills additional to substantial experience. • Provide leadership, guidance and oversee the development, planning and delivery of sport development, recreation development, sport liaison and other officers as required to ensure that the team understands and consistently uses highly effective community development approaches. • Capacity to coordinate the discussion and resolution of specialist problems by senior unit members with other members of the organisation as well as counterparts in other organisations. • Support staff to improve performance and build an effective team, conducting regular team meetings and individual staff monitoring and review sessions to ensure that team and individual activities are consistent with identified team goals and achieve the outcomes of the Sport and Recreation unit activities within Strategic Plans. • As a member of multi-disciplinary teams, provide professional advice, including strategic planning and policy considerations within the Department, the Directorate, cross Directorate groups and to external parties. • Ability to influence or negotiate with clients, members of the public, other employees, tribunals, unions, Councillors and persons in other organisations in the pursuit and achievement of specific and set objectives of the Sport and Recreation unit. • Complete annual staff reviews and Personal Development Program (PDP) documents to corporate standards.
<p><u>Program and Service Delivery</u></p>	<ul style="list-style-type: none"> • Highly developed oral and written communication skills when liaising with the community, internal stakeholders, writing professional reports, and overseeing submissions for a range of audiences, • Consider the effects on the City of Greater Dandenong regarding <ul style="list-style-type: none"> • current and emerging needs and trends in the recreation industry, • development and changes to State and Federal strategic directions, policy, and funding arrangements, • Provide a focal point for community consultation on strategies, policies and processes involving recreation and sport. • Identify, develop, implement, and review sustainable strategies and plans of the Sports and Recreation unit. Managing resources in line with plans and policies for the provision of recreation and sport services, taking into account the unique features of the Greater Dandenong community

	<ul style="list-style-type: none"> • Proactively build relationships with all levels of government, service providers, community stakeholders and the private sector representing Council as appropriate. • Work within the key challenges of a rapidly changing environment, limited funding availability, managing internal and external expectations, balancing financial, social and political imperatives. • Coordinate and consult across Council departments to prepare recreation and sport policies, strategies, and projects and develop and maintain effective information systems and promotion of services and programs • In conjunction with the Manager Safe, Active and Connected Communities , prepare annual budget estimates for Sport and Recreation unit activities and monitor and report on the adopted budgets to ensure financial targets are met. • Enter and monitor appropriate project management arrangements to ensure delivery of agreed Departmental projects as identified throughout the business planning process.
<u>Operational</u>	<ul style="list-style-type: none"> • Management of contracts, leases, and service agreements to ensure that requirements are continuously met. Prepare tender specifications, including service standards and performance indicators for the delivery of Community Sport and Recreation services. • Support South East Leisure to provide high quality health and wellbeing outcomes through Councils major leisure facilities. • Oversee and support the transition of management and operational services for new / redeveloped leisure facilities (i.e., Dandenong Wellbeing Centre, and Greater Dandenong Table Tennis Centre etc). • Work effectively with recreation and sporting bodies in the community and region, to develop innovative models to encourage greater participation by the Greater Dandenong community. • Collaborate with key internal and external stakeholders to develop recreation and sport projects partnerships. • Work in collaboration with other internal partners, as well as key internal and external stakeholders to develop recreation and sport projects partnerships and special initiatives that promote an integrated and innovative approach to activities and programs. • Advocate, source and promote sport and recreation opportunities on behalf of Council and other community agencies for the provision of resources to enhance recreation services in the City. • Liaise with Council staff, other government and non-government and community agencies to provide an integrated, coordinated, and informed approach to the planning and delivery of Sport and Recreation unit activities.
<u>Financial management</u>	<ul style="list-style-type: none"> • Oversee and manage the Unit budget and contracts, committing expenditure and approving payments within budget as per delegations of authority. Reporting on key performance indicators and business plan outcomes to ensure compliance with reporting obligations. • Prepare the annual and long-term budgets for service delivery, asset and capital improvements, monitoring budgets on at least monthly basis to meet targets. • Make applications for relevant grants for the improvement of assets and the provision of programs. • Fees and charges reviewed, benchmarked, and set in conjunction with leisure centre managers with a focus on enabling use by the community. Responding to enquiries and provide information on fees and charges and methods of payment.
<u>Policies and procedures</u>	<ul style="list-style-type: none"> • Lead and guide the preparation of Strategic Studies, Reports, Policies and Consultant briefs ensuring these are prepared in a professional and relevant manner. • Monitor and keep up to date with relevant government policies or legislation that affects the provision of recreation and sport whilst developing or interpreting procedures and policies for provision, review, and assessment of community use of recreation and sporting facilities. • Provide research and analysis to assist the Manager Safe, Active and Connected Communities in the accomplishment of major projects and policy development, as well as issues and developments likely to impact upon the local area, including funding policies of other government agencies. •

Working out of Hours	<ul style="list-style-type: none"> • This position may require participation in an on-call roster where after hours contact for work related matters is required and in accordance with operational requirements (which may vary from time to time). If the participant is required to participate in such a roster etc, then the relevant/applicable allowance will be paid. • If the incumbent is in receipt of such an allowance, then it is expected that the incumbent will monitor designated communication channels and respond in a timely and appropriate manner.
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Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are found on The Source > [Capability Framework | Greater Dandenong Council](#)

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are found on The Source > People, Culture and Safety > [REACH | Greater Dandenong Council](#)

Child Safe Organisation

Greater Dandenong City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	<ul style="list-style-type: none"> • Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Occupational Health and Safety	<p>All employees have responsibilities to:</p> <ul style="list-style-type: none"> • Take reasonable care of their own health and safety. • Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves. • Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace. • Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures. • Participate in health and safety training programs and initiatives. <p>People managers have additional responsibilities to:</p> <ul style="list-style-type: none"> • Develop, implement, promote and review Council's OHS management system within their area of responsibility. • Work with Health and Safety and People and Change departments to ensure accurate and timely OHS reporting, and implementation of health and safety culture, policies, procedures, and training programs. • Ensure employee compliance with relevant OHS regulatory requirements through local and corporate policies and procedures in order to provide and maintain a safe work environment, including providing training and guidance on OHS responsibilities. • Monitor and review workplace environment to identify, manage and respond to any health and safety hazards and risks, including psychosocial.
Child Safety	<ul style="list-style-type: none"> • Demonstrate and promote a strong commitment to child safety, equity and inclusion, and cultural safety, in line with Council policies and the Victorian Child Safe Standards and foster this commitment across their team.

	<ul style="list-style-type: none"> Ensure compliance with the Child Safety and Wellbeing Policy, Child Safe Code of Conduct, and all child safe policies and procedures, and support staff to understand and meet these requirements. Report any child safety concerns including breaches of Child Safe Code of Conduct in line with Council policies, the Reportable Conduct Scheme, and legal obligations, and support staff to understand and meet these requirements.
Climate Change & Sustainability	<ul style="list-style-type: none"> Help support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Compliance	<ul style="list-style-type: none"> Remain mindful of the requirements of the Victorian Charter of Human Rights at all times Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. Perform other duties as directed within the limits of acquired skills, knowledge, and training. At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees. At all times, comply with Council's Code of Conduct - Staff.
Diversity, inclusion and equity	<ul style="list-style-type: none"> Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: <ul style="list-style-type: none"> zero tolerance of racism and expectations that staff will act on incidents of racism supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
Gender Equality	<ul style="list-style-type: none"> Prevent and address violence against women and workplace sexual harassment, including by modelling acceptable behaviour, responding decisively to improper conduct and properly managing initial disclosures

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

Working out of standard business hours

- Not required.
- This role may be subject to work related contact outside of normal business hours on an ad hoc, as needs basis. These hours will be subject to penalty or overtime rates.
- This role may be subject to work related contact outside of normal business hours. This position may require participation in an on-call roster (Refer to 'Working out of hours' under position specific responsibilities.)

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – <i>ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Team based work – <i>works in a team of people and not exposed to</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
<i>isolation</i>					
Communicating with others – Verbally		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicating with others - Written		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Focused Attention to task – <i>high levels of attention required to minimise errors and ensure accuracy</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concentrating – <i>high levels of concentration required while completing required tasks</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planning and sequencing tasks and activities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Decision making – <i>required to exercise sound decision making while completing all aspects of the position</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Problem solving – <i>requirement to develop sound solutions to novel or unusual problems arising during the course of the day</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasoning – <i>required to exercise sound reasoning while completing all aspects of the position within defined scope</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Judgement – <i>required to exercise sound judgement while completing all aspects of the position within defined scope</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Short and long-term memory recall – <i>ready access to documented procedures or precedents to perform requirements of the position</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emotional resilience – <i>exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interruptions – <i>frequency of interruptions to daily work plans and requirement to change work plans at short notice</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Physical Requirements

- This position requires more than 10% (on average) daily work rate of manual handling/physical exertion. [If this position requires $\geq 10\%$ (on average) daily work rate of manual handling / physical exertion, a Task Analysis is then required to be established by an Occupational Therapist [OT] for further assessment (please contact the OHS Team for further information).

- This position requires a vision test
- This position requires a hearing test

Note: To determine % of manual handling / physical exertion on average per working day.

7.6 hour day = 456 minutes. 10% of 456 minutes = 45.6 minutes per day.

8.00 hour day = 480 minutes. 10% of 480 minutes = 48.0 minutes per day.

8.44 hour day = 506 minutes. 10% of 506 minutes = 50.6 minutes per day.

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – stay in a seated position		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing – standing in an upright position, moving less than 3 steps		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking – In an upright position, moving more than 3 steps		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling – Move on the hands & knees or by dragging the body close to the ground		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-manual handling					
Crouch/squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling – To lower the body		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching – Extending arms out in any direction		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting/trunk rotation – Rotating the body to one side or the other without moving the feet		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine manipulation/pinch grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power/open hand grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing/typing		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb ladders		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or descend stairs		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low level work – Performing manual handling actions at or near ground level		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Handling					
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling – Applying force to move something away or closer to one's self, including static positions		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weight requirements – lift, carry, push, pull or hold					
1-5kg		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1 – 10kg		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
10.1 – 15kg		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1 – 20kg		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift floor to hip		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift waist to shoulder		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift overhead		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.

Band descriptors (as defined in Council's Enterprise Agreement)

These descriptors help to classify the position:

Accountability and Extent of Authority

- Positions in this Band may manage resources and/or regulatory or specialist units and/or develop and interpret policy.
- Where the prime responsibility is for resource management the freedom to act is governed by broad goals, policies and budgets with periodic reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets. Decisions and actions taken in this Band may have a substantial effect on the operational unit being managed or on the public perception of the wider organisation.
- Where the prime responsibility is to manage regulatory or specialist units, the freedom to act is governed by the goals and policies of the organisation and by statute and subordinate legislation. Decisions and actions taken at this level may have a substantial effect on the community or sections of it.
- Where the prime responsibility is to develop policy options and strategic plans, the freedom to act is wide and limited only to the areas nominated by Employer or the corporate management.
- The advice and counsel provided by these positions is relied upon for guidance and part-justification for adopting particular policies, the impact of which may be substantial upon the organisation and/or the community.

Judgement and Decision-Making Skills

- These positions generally involve both problem solving and policy development. Methods, procedures and processes are less well defined, and employees are expected to contribute to their development and adaptation. The work will typically require the identification and analysis of an unspecified range of options before a choice can be made.
- Employees at this level will identify and develop policy options in their own functional area for consideration and choice by their Manager or by Employer.

Specialist Knowledge and Skills

- These positions require proficiency in the application of theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the original field of specialisation by the employee.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates.
- A sound knowledge of budgeting and relevant accounting and financial procedures is essential except for specialist positions where such knowledge may not be required.

Management & Interpersonal skills

- Positions in this Band typically involve the supervision of large numbers of employees or the supervision of tertiary qualified employees or employees with extensive experience.
- Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Positions require the ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives.
- Employees at this level must be able to lead, motivate and develop other employees.

Verification & Approvals

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Occupant			