

RECREATION SUPPORT OFFICER

No.



Application Package

Closing date: 4.00pm 6 December 2024



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ADVERTISEMENT

Recreation Support Officer

We are seeking to appoint an enthusiastic and organised person who enjoys customer service and has an interest in sport and recreation to work within a dynamic and vibrant team at the Katanning Leisure Centre.

This position will be responsible for the day to day administration duties, supervision of casual staff along with promoting sports and recreational programs for the general community.

Situated in the heart of the Great Southern Region, Katanning offers the perfect mix of picturesque country location with conveniences of city living. Excellent schools, hospital, doctors, dentist, shopping, community and sporting facilities are available in town.

To discuss this role further please contact Taryn Human on (08) 9821 9999 or email taryn.human@katanning.wa.gov.au.

To be considered for this position applicants must address the Selection Criteria as detailed in the Application Package.

Applications addressed to the undersigned should be sent to taryn.human@katanning.wa.gov.au or mailed to PO Box 130 Katanning, WA 6317 by 4.00pm 6 December 2024.

The Shire of Katanning is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace.

We are actively encouraging people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for available positions.

Peter Klein
CHIEF EXECUTIVE OFFICER

SHIRE PROFILE

Katanning is located 283kms south of Perth in the Great Southern Region of Western Australia. The Shire of Katanning has 7 elected members and employs approximately 65 staff. Emphasis is placed on working together and recognising that every individual, regardless of the type of work they do, makes a valuable contribution to building a better community for Katanning.

The Shire of Katanning is undertaking several transformational projects including the development of a new welcome precinct and visitor facilities, man-made lake and residential land development.

Significant industries include the sheep saleyards, CBH grain handling facilities, export abattoir, major transport operators and agribusinesses.

The town has a range of key facilities including supermarkets, cafes, retailers, regional hospital, childcare, primary schools, senior high school and TAFE.

Katanning is a true multicultural community, featuring over 40 language groups. Katanning is a harmonious community, embracing different cultural and religious backgrounds. One of the highlights of the year is the Katanning Harmony Festival where everyone comes together to learn about the various cultures in town – food, entertainment, personal stories and shared experiences.



COUNCIL INFORMATION

COUNCIL

Shire President: Cr Kristy D'Aprile
Deputy Shire President: Cr Liz Guidera

Councillors:
Cr John Goodheart
Cr Matthew Collis
Cr Michelle Salter
Cr Ian Hanna
Cr Paul Totino

Office: 52 Austral Tce
KATANNING WA 6317
Postal: PO Box 130
KATANNING WA 6317

Email: admin@katanning.wa.gov.au
Website: www.katanning.wa.gov.au

Telephone: (08) 9821 9999

COUNCIL STATISTICS

Population: 4,197
Area: 1,518 km sq.
Distance from Perth: 283km
Length of Roads: 255km sealed, 528km unsealed

Local Industries: Agribusiness, sheep saleyards, grain handling facilities, export abattoir, major transport operators.

Suburb & Localities: Badgebup, Carrolup, Cobline, Coyrecup, Ewlyamartup

Council meets on the fourth Wednesday of each month.

POSITION DESCRIPTION

1. Position Identification

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|--------------------------|---|
| Title: | Recreation Support Officer |
| Classification: | Local Government Industry Award 2020 |
| Base Level: | 4 - 5 |
| Employment Basis: | Full Time/Part Time |
| Section: | Katanning Leisure and Function Centre (KLC) |
| Department | Community Development |

2. Position Objectives / Purpose

- Provide appropriate operational assistance and supervision of the Katanning Leisure Centre ensuring the complex is well presented and that maximum benefit is derived from the facility by the general community.
- Perform administrative duties, supervision and training of casual staff as required by the Manager Recreation Services including bookings and function support.
- Provide and promote sport and recreational programs within the centre for the general community.

3. Key Responsibilities & Duties

3.1. Recreation Support:

- Conduct administrative and secretarial services to the Manager Recreation Services including training of casual staff, purchase orders, debtors & creditors.
- Manage, monitor and ensure adequate levels of stationery, office/general supplies and keep maintained.
- Perform end of day reconciliations of all monies receipted including preparing bank deposits and end of day reports when required.
- Assist the Manager Recreation Services with marketing and promotional strategies of programs.
- Manage the KLC Facebook page in liaison with Shire of Katanning's Community Relations Officer.
- Responsible for record management functions.
- Responsible for monthly meter readings, updating equipment registers/inventories, statistical data collection and facility audits.
- Conduct equipment checks and update equipment register within the sporting area within the centre.
- Coordinate and promote Seniors Programs, including Seniors Pingo & Quiz.
- Perform security arming and disarming procedures as required.
- Perform cleaning duties when required within the facilities.

3.2. Customer Service

- Provide courteous and professional frontline reception service to staff, ratepayers, contractors, members and visitors' and respond to enquires in an efficient timely and professional manner.
- Address enquires efficiently, initiate appropriate action, or refers to appropriate officer and follow up where necessary.

- Provide customer services relating to entries, membership sales, as well as reception/functions.

3.3. Function Support

- Assist with bookings, set up and the running of functions within the facility.
- Provide cleaning assistance after events or when required.
- Liaise with hirers and provide assistance when necessary.
- Conduct equipment checks and update equipment register within the function area.
- Provide security assistance before and after events if required.

4. Records Management

- Ensure electronic information and records are managed according to the WA State Records Act 2000 and other relevant legislation in consultation with the Senior Admin/ Records Officer.

5. Behaviour and Conduct:

- Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct.
- Contribute positively to the team and support team efforts.
- Ensure that you maintain and enhance the reputation of Shire of Katanning at all times.

6. Occupational Health and Safety and Risk Management Responsibilities

- Perform work in a safe and healthy manner and abide by the Shire's and legislated safe work procedures, instructions and safety management practices.
- Correct or report unsafe situations, workplace incidents, accidents or damage and use safety equipment and devices as specified.
- Participate in activities associated with the management of workplace health and safety.
- Use appropriate personal protective equipment as directed.
- Comply with the Shire's Risk Management Policy Procedures
- Must comply with the Council Work Injury Management Programme

7. Organisational Relationships

- Reports to Manager Recreation Services

8. Internal and External Liaison

8.1. Internal

- Chief Executive Officer
- Executive Manager Community Services
- All Shire employees and volunteers

8.2. External

- Ratepayers
- General public
- User groups – associations, clubs, groups & schools
- KLC Members
- Government & Non-Government Organisations, Individuals, Groups
- Suppliers
- Contactors

9. Level of Authority

- Operates under general direction of the Manager Recreation Services
- Supervision of Senior and Junior Staff Members
- Trains new staff members in front counter, kiosk, functions and all programs

10. Selection Criteria

10.1. Essential

- Ability to communicate and cooperate with a wide range of people from all ages and cultural backgrounds.
- Developed interpersonal, customer service and reception skills, both face to face, via the telephone and email.
- Microsoft Computer Software knowledge & computer skills including Facebook and Websites.
- National Police Clearance (not less than 6 months old) with a demonstrated absence of any relevant criminal history relevant to cash handling and finance duties.
- Developed skills using Microsoft Office suite or programs (Word, Excel, Publisher, Outlook) and general IT knowledge
- Hold a current 'C' class driver's license.
- Working with Children Check.
- Previous experience working with children and supervision of staff.

10.2. General Skills and Knowledge

- Ability to work unsupervised as well as be part of a team
- Ability to write, coordinate and run sport and recreation programs for all ages
- Sound knowledge of the sport and recreation industry
- Working knowledge of the Shire and local community

10.3. Desirable

- Personal interest in sport and recreation
- Working knowledge of Centaman computer package
- Current Senior First Aid Certificate or be prepared to undertake training
- Previous Local Government experience
- "LR" class driver's license

References

- The details of two referees will be requested during the application process

REMUNERATION DETAILS

EMPLOYMENT CONDITIONS

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|--|---|
| Location | The position is based at the Katanning Leisure Centre |
| Industrial agreement | Local Government Industry Award 2020 |
| Salary | Up to \$28.50 - \$30.50 per hour depending on qualifications and experience. |
| Employment Basis | Part time – 48 hours per fortnight |
| Superannuation | Superannuation of up to 14.5% based on 11.5% superannuation guarantee contributions and up to an additional 3% contingent upon the employee contributing 3%. Salary Sacrifice is available on the employee's contributions. |
| Annual leave | 4 weeks leave paid annually. |
| Personal/carer's leave (recognised as sick leave) | Paid personal leave is available to employees for illness or injury. Caring for immediate family or household members who are ill and require care |
| Compassionate Leave | 2 days paid leave per occasion for: Spending time with a member if an immediate family or household who has a serious illness or injury. Death of a member of immediate family. |
| Long Service Leave | Thirteen (13) weeks after ten (10) years of continuous Local Government service, transferable between Local Authorities in Western Australia. |
| Clothing allowance | \$360.00 per financial year. |
| Probationary Period | A three (3) month probationary period is applicable to this position. At the successful completion of this period, your permanency will be confirmed by the Chief Executive Officer. |
| Pre-Employment Medical | All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Katanning. Existing medical conditions will not preclude an appointment. |
| Police Clearance | The successful applicant will be required to provide a National Police Clearance. |
| Closing date | 4.00pm, 6 December 2024 In the interest of fairness and equity, late applications will not be accepted. |

SELECTION CRITERIA

Recreation Support Officer

Selection Criteria

- Ability to communicate and cooperate with a wide range of people from all ages and cultural backgrounds.
- Previous experience in performing administration duties incorporating invoicing, budgeting, timesheets, rostering, data collection and reporting.
- Developed interpersonal, customer service and reception skills, both face to face, via the telephone and email.
- Previous experience in hospitality/events/functions.
- Microsoft Computer Software knowledge & computer skills including Facebook and Websites.
- National Police Clearance (not less than 6 months old) with a demonstrated absence of any relevant criminal history relevant to cash handling and finance duties.
- Developed skills using Microsoft Office suite or programs (Word, Excel, Publisher, Outlook) and general IT knowledge
- Hold a current 'C' class driver's license.
- Working with Children Check.
- Previous experience working with children and supervision of staff.

***To be considered for this position applicants must address the Selection Criteria.**

INFORMATION FOR APPLICANTS

Applicants who meet the essential criteria and who from their application appear to be competitive will be short listed for an interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

Covering letter:

A covering letter introducing yourself and explaining why you are applying for this position.

Selection Criteria Responses:

This is the most important part of your application. To be eligible for consideration, a person must meet all the essential selection criteria as part of the shortlisting process.

This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result.

An easy way to do this is to use the STAR model - that is:

Situation: provide a brief outline of situation /setting

Task: outline what you did

Approach: outline how you did it

Result: describe what the outcomes were

Resume (curriculum Vitae) which includes:

- Personal details – name, address and telephone number
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

Other Documents (optional):

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

Referees:

Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager.

Provide names, work addresses and current contact telephone numbers for each referee.

Only referees that are able to comment on your work experience (preferably against the selection criteria) should be included.

Contact Details:

Please provide a convenient telephone number and/or email address so that you can be contacted if you are invited for an interview, or if there are any queries regarding your application.

Lodging your Applications:

The closing date is **4.00pm 6 December 2024**.

Email: taryn.human@katanning.wa.gov.au

By Hand: Shire of Katanning Administration and Civic Centre, 52 Austral Terrace, Katanning

Attention: Peter Klein, CEO

Post: PO Box 130, KATANNING WA 6317

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to closing date.