

## Development Officer – A Sporting Chance

<b>Classification:</b>	Level 2 - 3
<b>Agreement:</b>	The Shire of Broome Inside Staff Enterprise Agreement
<b>Department:</b>	Place Activation and Engagement
<b>Directorate:</b>	Office of the Chief Executive Officer
<b>Location:</b>	Broome Recreation and Aquatic Centre
<b>Date reviewed:</b>	May 2023
<b>Approved by:</b>	Manager Community Engagement and Projects

### Commitment to the Shire

#### **Our Vision for the Shire of Broome**

A future, for everyone.

#### **Our Aspirations**

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

#### **Our Values**

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive for Everyone</i>	Proactive, forward thinking, open-minded and innovative. for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

## **Position Purposes and Objectives**

Taking direction from the Program Coordinator, this position will support the delivery of the Sporting Chance program.

## **Position Key Responsibilities and Duties**

### **Program Delivery**

- Support the Program Coordinator in the planning and delivery of the Sporting Chance program.
- Provide program support to the Program Coordinator including set up, pack up and during the program.
- Ensure appropriate attendance, and statistical records are maintained.
- Participate in team meetings, staff meetings, training and supervision, as required.
- Provide mentoring to young people to help them develop their skills, confidence, and sense of self-worth.
- Build relationships with participants and encourage them to pursue opportunities in structured sports programs.
- Advocate for young people and work collaboratively with youth services and government agencies to improve mental and physical health outcomes for participants.
- Other duties as required and reasonable.

### **Corporate / Organisational:**

- As required, represent the organisation at external meetings to promote 'A Sporting Chance' program.

## **Organisational Responsibilities**

### **Human Resource Management**

- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.

### **Occupational Health & Safety**

- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the Supervisor
- Participate in incident investigations

### **Compliance**

- Ensure compliance with relevant legislation, policies and procedures.

- Ensure all documentation is appropriately recorded and stored.
- Carry out duties in accordance with the Shire’s Code of Conduct, relevant legislation, policies, procedures and guidelines.

### **Organisational Relationship/Context**

<b>Reports to:</b>	Program Coordinator – A Sporting Chance
<b>Supervises:</b>	Nil.
<b>Internal Contacts:</b>	Place Activation and Engagement Officers Broome Recreation and Aquatic Centre Staff
<b>External Contacts:</b>	Community members and groups State and Federal Government Agencies Not for profit organisations
<b>Performance Review:</b>	Probation period – first three months of employment Performance Appraisal conducted annually

### **Key Selection Criteria**

#### **Essential:**

- Experience working with young Indigenous people and their families
- Knowledge of the youth sector within the Kimberley region
- An interest in, and knowledge of sport and recreation in the Shire of Broome.
- Ability to work positively within a small team environment with a focus on a “can do” approach and achieving positive project outcomes.
- Physical fitness

#### **Qualifications and/or Training:**

- Current WA Working with Children’s Check.
- Current National Police Clearance.

#### **Desirable:**

- Current Driver’s License.
- First Aid Certificate.