

# POSITION DESCRIPTION

## Program Coordination Officer - BRAC

<b>Classification:</b>	Level D5 – D10
<b>Agreement:</b>	The Shire of Broome Inside Staff Enterprise Agreement
<b>Department:</b>	Community Facilities
<b>Directorate:</b>	Corporate Services
<b>Location:</b>	BRAC
<b>Date reviewed:</b>	January 2023
<b>Approved by:</b>	A/Director Corporate Services

### 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</i>	Proactive, forward thinking, open-minded and innovative.
<i>for Everyone</i>	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**

To coordinate, plan and deliver BRAC programs including the Broome Aquatic Swim School, mixed sport programs, school holiday activities, seasonal and annual events

## **Position Key Responsibilities and Duties**

### **Corporate / Organisational:**

- Ensure appropriate attendance, and statistical records are maintained.
- Provide financial documentation relating to specific programs for Sport & Recreation Facility Coordinator and Operations Supervisor.
- To undertake administration functions as required.
- Liaise with Sport & Recreation Facility Coordinator and Operations Supervisor regarding matters of income and expenditure relevant to centre programs.
- Assist in the preparation of the Centre's annual budget relevant to the area of operation.
- Develop timetables for the Broome Aquatic Swim School Learn to Swim and Infant Aquatic programs to maximise participation and service the Broome community.
- Provide supervision during swimming lessons to ensure the quality of the program, provide feedback to parents and assist instructors.
- Where required, cover absence swimming instructors and supervise school holiday program activities.
- Assist the Administration Officer with the Development of promotional material, fixtures and umpiring rosters to deliver BRAC mixed sport competitions, including on night program coordination.
- Develop Promotional material, activities and rosters to deliver BRAC School Holiday Activities.
- Plan and deliver BRAC seasonal and annual events. For example, Run Swim Duathlon and Fun Run events

### **Customer Interface**

- Assist members of the public with queries about Council activities by telephone, personal contact or written correspondence.
- Anticipate customer service needs and contribute to the ongoing improvement of customer service.
- Where relevant maintain effective and cooperative communication with businesses, ratepayers and other major stakeholders to ensure ethical and transparent working relationships are maintained in carrying out Council policy.

## **Organisational Responsibilities**

### **Human Resource Management**

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

### **Occupational Health & Safety**

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice

- 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
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

### **Compliance**

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

### **Organisational:**

- Contributes to the achievements of the Directorate generally.
- To undertake special projects within skill base and qualifications when required.

### **Organisational Relationship/Context**

<b>Reports to:</b>	Operations Supervisor
<b>Supervises:</b>	Swim School Instructors School Holiday Program Leaders Program Delivery Officers
<b>Internal Contacts:</b>	Director Corporate Services Manager Community Facilities Sport & Recreation Facilities Coordinator BRAC staff Other Shire staff as required
<b>External Contacts:</b>	Customers Public/ratepayers
<b>Performance Review:</b>	Probation period – first three months of employment Performance Appraisal conducted annually

## Key Selection Criteria

### Essential:

- Demonstrated experience in Recreation and Aquatic Centre Programming including the delivery and/or supervision of swim schools
- Experience in customer service delivery to the community sector within a multicultural community.
- Experience in creating and overseeing a team of programme staff/volunteers towards achieving goals and maintaining established standards.
- Working knowledge of operational centre management.
- Demonstrated competence in Microsoft word programs and website updating.
- Demonstrated financial budgeting.
- Effective interpersonal, written and verbal communication skills.
- A demonstrated understanding of the principles of equal opportunity, WHS and other relevant legislation.
- Previous supervisory experience.
- Ability to work effectively within a team environment

### Qualifications and/or Training:

- Current Senior First Aid Certificate
- Current C class drivers license

### Desirable:

- AustSwim Teacher or Swimming & Water Safety or Royal Life Saving Swimming Teacher
- Current Bronze Medallion certificate
- Current Pool Lifeguard qualification
- Completion of or progress towards a tertiary qualification in a relevant field
- AustSwim Teacher of Infant Aquatics or Royal Life Saving Infant Aquatic Teacher

**Please note:** it is a requirement of all Shire roles that the successful applicant is able to provide a National Police Clearance valid within three months, as well as submit to a drug and alcohol test as part of pre-employment screening.