

Position Description

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| Position Title: | Program Delivery Officer - Casual |
| Classification: | Level D1 |
| Agreement: | Shire of Broome Inside EBA |
| Department: | Corporate Services |
| Location: | Broome Recreation & Aquatic Centre (BRAC) |
| Date reviewed: | June 2021 |
| Approved by: | Director Corporate Services |

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.

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| <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:

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| <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

- To facilitate, deliver and provide support for BRAC Mixed Sport Programs

Position Key Responsibilities and Duties

Corporate / Organisational:

- Facilitate, coordinate, and attend the delivery of mixed sport programs.
- Provide support and where required provide cover in the absence of a game official.

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
- 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.
- 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

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| Reports to: | Program and Administration Officer |
| Supervises: | Umpires |
| Internal Contacts: | Manager Community Facilities Sport and Recreation Facilities Coordinator BRAC Operation Supervisor BRAC Duty Managers Other Shire staff as required |
| External Contacts: | Public/Ratepayers |
| Performance Review: | Probation period – first three months of employment Performance Appraisal conducted annually |

Key Selection Criteria

Essential:

- Demonstrate previous umpiring experience
- Demonstrated competence in sports management software, for example SportsTG
- Demonstrated competence in modern court side scoring solutions
- Effective interpersonal, written and verbal communication skills
- Comfortable speaking publicly and addressing groups
- Ability to work effectively within a team environment

Qualifications and/or Training:

- Current Senior First Aid Certificate.
- Current CPR.
- Current Working with Children Check.
- Commitment to ongoing personal and professional development training as required.
- Police Clearance: to be valid within last three months.

Desirable:

- Umpire Accreditation.
- Current unrestricted "C" class national driver's license.