



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	MANAGER COMMUNITY WELLBEING & SPORT
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS WORKPLACE AGREEMENT (AS AMENDED FROM TIME TO TIME)
CLASSIFICATION:	NEGOTIATED
DEPARTMENT / DIVISION:	COMMUNITY DEVELOPMENT
POLICE CLEARANCE:	REQUIRED
REPORTS TO:	GENERAL MANAGER COMMUNITY DEVELOPMENT
DIRECT REPORTS:	SENIOR SOCIAL PLANNERS, TEAM LEADER SPORT, RECREATION & EVENTS
POSITION TYPE	FIXED TERM CONTRACT
POSITION NUMBER:	001065

POSITION OBJECTIVES:	<ul style="list-style-type: none"> • To provide vision, strategic direction and leadership for the Division, aligned with the City Plan. • To deliver Council's Thrive Strategy and action plans. • To manage the following functions and services: <ul style="list-style-type: none"> • Recreational planning and delivery • Sports and club development • Social policy and planning including city safety, reconciliation, homelessness and housing, community transport and community wellbeing. • End of life services and the Salisbury memorial park • Contract management • Council events and public art • To develop partnerships with key Government and non-Government agencies in order to identify strategic opportunities for Council and the community. • To provide high level advice to Executive and Council on strategic, operational or social planning issues.
VALUES AND BEHAVIOURS:	These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work:

	<p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<p><u>SPECIFIC DIVISIONAL RESPONSIBILITIES</u></p> <p>Social Planning:</p> <ul style="list-style-type: none"> • Provide advice and analysis on key issues facing the City of Salisbury such as the cost of living, housing and homelessness, city safety, social isolation, physical activity and other quality of life factors. • Plan to ensure that changing community needs are identified and incorporated into Council's services and processes. • Oversee the development of programs, systems, strategies and policies for the delivery of the Thrive Strategy and associated action plans. <p>Recreational Planning and Sports Club Development:</p> <ul style="list-style-type: none"> • Maximise the community benefits from Council's recreational assets, identifying new opportunities for improvement. • Provide advice on the long-term recreation needs and interests of the community and key strategic projects for recreational precincts. • Provide strategic leadership to sporting clubs to ensure: <ul style="list-style-type: none"> • sustained and planned growth • financial sustainability of clubs • accessibility, diversity and inclusion • advocacy for leadership in women's sport <p>Service Delivery and Contract Management:</p> <ul style="list-style-type: none"> • Deliver Council's three-year event calendar • Delivery Council's public art programs • Ensure direct service delivery for Salisbury Memorial Park meets community expectations • Ensure effective management of Bridgestone Athletics Centre to ensure maximum community benefit.

- Undertake contract management for recreational service providers to maximise benefit to Salisbury Community including (but not limited to) Salisbury Aquatic Centre, Indoor recreation centres and Little Para Golf Club.
- Undertake new contract negotiations as required to ensure long term sustainability and maximum community benefit

OVERARCHING DIVISIONAL RESPONSIBILITIES

Strategic and Organisational Leadership:

- Develops a clear, shared vision and goals for the Division in line with organisational objectives.
- Fosters positive working relationships with Executive Management, Team Members, Divisional Managers and Elected Members based on a model of partnership and shared achievement.
- Inspires and influences others to deliver the Division's goals of high-quality outcomes.
- Positively represents Council's values and vision in all interactions with stakeholders.

Professional and Political Acumen:

- Takes an active role in managing relationships and interactions with the community, strategic partners and Government to support capacity building internally and externally that addresses community needs and emerging issues and promotes the City of Salisbury as a progressive, sustainable and connected City.
- Develop partnerships with Government, industry and non-Government agencies to optimise programs, services and facilities.
- Be an active member of the Senior Leadership Team and works collaboratively across the organisation on corporate projects.

Organisational Excellence and Sustainability:

- Ensures Executive Management and Council are well informed to facilitate appropriate organisational decision making.
- Maintains a focus on exceptional community experience and the delivery of quality outcomes.
- Creates a team environment consistent with a great place to work and a culture of accountability.
- Promotes innovative ways of achieving outcomes, using both internal and external resources.
- Ensures appropriate accountability within the division through:
 - Regular monitoring and reporting on Divisional budgets; and
 - Financial and non-financial performance measurement and reporting.

<p>GENERAL RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • To comply with the City of Salisbury Employee Conduct Policy and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits • Ensure compliance with all appropriate WHS policies and procedures.
<p>ESSENTIAL SELECTION CRITERIA:</p>	<p>Role Specific:</p> <ul style="list-style-type: none"> • A minimum academic qualification of bachelor’s degree or extensive senior level experience at a strategic level (clearly demonstrated). • Demonstrated success in the leadership of community programs, projects and services. • Demonstrated success in developing partnerships and innovative responses to complex opportunities and challenges. • Demonstrated experience and understanding of social and recreational planning • Demonstrated experience in the management of community services • Project management experience, relating to major community infrastructure projects. • Demonstrated acumen and understanding of contract management • Political acumen, including dealing with highly politically sensitive issues. • A sound knowledge of inter-governmental relations and practices and a Broad understanding of operations of government. • Experience in developing and leading a professional team; • Ability to work collaboratively in a multi-disciplinary environment. • Formal Government report writing. • A sound understanding of the challenges and opportunities facing the City of Salisbury in the future. <p>General</p> <ul style="list-style-type: none"> • Ability to think strategically and make informed and considered decisions to benefit the Division and the organisation. • Respond creatively to bring partnership solutions to deliver community development programs and events. • Demonstrated ability to be collaborative and build strategic relationships internally and externally. Ability to lead, inspire and empower others to achieve outcomes and make considered decisions. • Conceptual, analytical and critical skills in originating new ideas, concepts and practices in resolving complex policy issues. • Understanding of workplace relations and associated

	legislation (including workplace health and safety).
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • A firm grasp of the Local Government Act 1999 (as amended or replaced). • Understanding of the relationship between the Elected Body and the organisation. • Knowledge and understanding of the City of Salisbury and Local Government.
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Fulfil all requirements set out within the policy for Protecting Children and other Vulnerable People including (where applicable) reporting any signs of abuse or neglect to the Department for Families and Communities. • Out of hours work will be required. • Expected to attend relevant committees, informal strategy meetings and Council meetings when Divisional papers are put forward.
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

AGREEMENT:		
This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.		
POSITION INCUMBENT NAME:	SIGNATURE:	DATE: