



**INFORMATION PACKAGE**

**MANAGER RECREATION & CULTURE**

**Applications close 4.30pm on Thursday, 23 May 2019.**



## **MANAGER RECREATION & CULTURE**

Please find attached the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications.
- Position Description – Manager Recreation & Culture;  
*(Note this document contains the essential and desirable selection criteria for the position)*
- Information for Prospective Applications - includes how to submit your application.

If you have any queries regarding the position please do not hesitate to contact the Shire's Executive Manager Community Services, Elizabeth Denniss on 9761 0800 or via email – [edenniss@bridgetown.wa.gov.au](mailto:edenniss@bridgetown.wa.gov.au)

**TIM CLYNCH**  
**CHIEF EXECUTIVE OFFICER**

## ADVERTISEMENT



### MANAGER RECREATION & CULTURE

The Shire of Bridgetown-Greenbushes is seeking to appoint an enthusiastic, motivated and professional person to the position of Manager Recreation & Culture.

The position is responsible for the management of the Shire's Library, Leisure Centre and Visitor Centre encompassing financial management, events, marketing, programming, rostering and staff supervision. The position manages and evaluates the needs for current and future service provision in these facilities. The position manages the delivery of services, programs and facilities that meet the needs of the community and provides strategic advice and input into future planning of facilities and services.

Conditions of employment will be in accordance with Level 6 of the Local Government Officers (WA) Award and the Shire of Bridgetown-Greenbushes Enterprise Agreement. An annual salary of \$68,785 will be offered to the applicant that demonstrates the required qualifications and experience.

Applicants must address the Selection Criteria contained in the Information Package for the position. A package can be downloaded from the Shire website [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au) or can be obtained by emailing [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au)

Your confidential application addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown 6255, should reach this office by 4.30pm **Thursday, 23 May 2019**.

**TIM CLYNCH**  
**CHIEF EXECUTIVE OFFICER**



## POSITION DESCRIPTION

1. **Title:** Manager Recreation & Culture
2. **Level:** Level 6 Local Government Officers (WA) Award Including any applicable Shire of Bridgetown-Greenbushes Enterprise Agreement

### 3. Position Summary and Objectives

The position is responsible for the management of the Shire's Library, Leisure Centre and Visitor Centre encompassing financial management, events, marketing, programming, rostering and staff supervision. The position manages and evaluates the needs for current and future service provision in these facilities. This includes aligning the services provided by all three facilities with Council policy and strategic direction, and developing and implementing innovative strategies which improve the patronage and financial viability of the centres. The position manages the delivery of services, programs and facilities that meet the needs of the community and provides strategic advice and input into future planning of facilities and services.

### 4. Key Duties/ Responsibilities

#### 4.1 Leadership, Support and Staff Management

- Supervise, coach, train and motivate staff.
- Plan, direct, co-ordinate, monitor and review work of staff.
- Ensure that all staff have a thorough understanding of their position requirements and the means available to achieve them.
- Co-ordinate staff rosters for each facility.
- Provide technical/professional advice to Executive on existing and future recreational and cultural needs of the community.

#### 4.2 Strategic Management

- Participate in, and contribute to, the development and implementation of integrated planning activities wherever appropriate.
- Review, develop and implement policies, procedures and standards for facility management and use
- Participate in the preparation of budget forecasts (income and expenditure).

- Maintain statistical reporting within each program area and produce reports showing delivery of reports against budget projections and specified standards.
- Monitor issues and changing trends relating to the provision of recreational, library, tourism and other cultural services.
- Develop an annual calendar of events occurring within each facility in a coordinated manner to achieve economies of scale and efficiency of service delivery
- Develop a promotional schedule (including social media and Shire events website) to ensure a consistent and quality approach to marketing and promotions is achieved.
- Embrace, support and participate in change to assist in achieving Council's goals and objectives.
- Recommend changes or strategies that promote a 'continual improvement' or 'best practice' approach to service delivery.

#### 4.3 Operational Management

- Manage the day to day operations of the Leisure Centre, Library and Visitor Centre.
- Participate in the development and revision of appropriate fees and charges for areas of responsibility.
- Responsible for the financial management of the Leisure Centre, Library and Visitor Centre by
  - Monitoring income and expenditure in all program areas against budget allocations;
  - Ensuring program objectives are achieved within budget provisions; and
  - In consultation with Executive staff, implement action to correct variations in the budget
- Plan, develop, implement and evaluate new and innovative programs and activities to meet the recreational and cultural needs of the community.
- Monitor and evaluate all programs, objectives, financial outcomes and participation levels on an ongoing basis.
- Represent the Shire on committees and/or workshops as required.
- Work co-operatively and collaboratively with the Corporate Services team on financial processes, procedures and issues as required
- Develop program/event budgets as required to support grant applications
- Make recommendations to Executive on future needs for staffing, equipment, materials, supplies and recommend efficiencies to keep costs within budget forecasts
- Approve expenditure within delegated limits.
- Liaise with community groups, user groups, social agencies, external stakeholders in a positive and proactive manner to promote the services and facilities available.
- Respond promptly to enquiries and concerns from user groups, community and patrons.
- Attend regional meetings as required.

- Contribute to the development of building maintenance and operations as required, in collaboration with the Corporate Services Department
- Contribute to the development and review of asset management plans as required and ensure furniture and equipment within each facility is maintained in good condition to enhance community use.
- Any other duties consistent with the level of the position as directed by the Executive Manager Community Services or Chief Executive Officer.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Develop and implement staffing, and where relevant, volunteer rosters at each facility.

#### 4.4 Occupational, Health & Safety

- Adhere to Occupational Health & Safety Act 1984 and Shire policies in all areas of operations
- Implement, conduct and ensure due diligence of all health and safety matters including training, risk assessments, workplace inspections, investigations, procedures and correcting hazards

## 5. **Skills/Selection Criteria**

### ***Essential***

- 5.1 Extensive knowledge and experience in financial management, planning, budgeting and monitoring.
- 5.2 Experience in leading multi-disciplinary teams and planning and administering a diversified range of programs.
- 5.3 Excellent written and verbal communication skills, including extensive report writing experience.
- 5.4 Experience in developing, interpreting and implementing policies, regulations and procedures.
- 5.5 Demonstrated ability to use independent judgement and initiative as required in combination with sound abilities in management.
- 5.6 Demonstrated knowledge of relevant legislation, guidelines and policies.
- 5.7 Demonstrated ability to anticipate potential problems, pre-empt required actions and actively deal with conflict to achieve a timely and pragmatic resolution.
- 5.8 Ability to motivate staff to engage in continuous improvement and learning and to empower them by delegating responsibility for work.

- 5.9 Ability to maintain composure under pressure and respond positively to challenges.
- 5.10 Hold a current unrestricted C-class drivers licence.

***Desirable***

- 5.11 Demonstrated understanding of local government functions and responsibilities.
- 5.12 Demonstrated understanding of marketing strategies and grant application processes.
- 5.13 Demonstrated knowledge of facility management.

**6. Organizational Reporting Structure**

- 6.1 This position reports to the Executive Manager Community Services.
- 6.2 Library Officers, Visitor Centre Officers, the Recreation Coordinator and Aquatics Coordinator report to this position. There are also unpaid volunteers at the Library and Visitor Centre.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Witness signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

# INFORMATION FOR PROSPECTIVE APPLICANTS

*Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.*

## **Equal Employment Opportunity:**

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

## **Completing your Application:**

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the “*selection criteria*”. You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***Do not submit original copies of references.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***Do not submit original certificates of your qualifications or academic records.***
6. **Please do not submit applications in plastic folders** or include original documents. All documentation should be stapled together in the top left-hand side of the application.

*Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.*



### **Lodging your Application:**

1. Your application must be marked “**Confidential – Human Resources Coordinator**” on the envelope, and addressed as follows:  
Chief Executive Officer  
Shire of Bridgetown-Greenbushes  
P O Box 271  
BRIDGETOWN WA 6255
2. Applications must reach our offices no later than the specified closing date. Applications will be accepted by email before the deadline via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au)
3. For reasons of equity, late applications will not be accepted. If you are forwarding your application through Australia Post, please ensure that you allow enough time for it to reach us before the closing time.

### **Acknowledgment of Applications:**

All applicants will be notified in writing (after the closing period) that their applications have been received within the required time-frame.

### **The Interview Process:**

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

### **Recommended Applicant:**

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory **pre-employment medical** report from the Shire’s Medical Officer (at the Shire’s expense).
- Produce a current **National Police clearance** (at the Shire’s expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary **proof of age** in the form of a birth certificate or current passport. This requirement is necessary to comply with a requirement of another law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.

- Documented evidence of **legal entitlement to work** unrestricted in Australia (if relevant).
- Produce **original or certified copies** of all relevant qualifications and licences.

**Other Requirements:**

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Clause
- Acceptance of the Letter of Appointment
- Position Description for the job
- Statutory Declaration in relation to current Drivers Licence (if relevant)

**Queries:**

If you have queries about any aspect of the position or filling out your application please contact Elizabeth Denniss on 08 9761 0800,

*For information on the Shire of Bridgetown-Greenbushes, visit our website at [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)*