

INFORMATION PACKAGE

Shire of East Pilbara

Manager Sports

Job code: #364

Permanent, Full Time | Newman | Relocation Expenses | Subsidised Housing | Use of Shire Vehicle

Driving sustainable sports infrastructure to create a healthier & more unified community for future generations!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to join our team.

Join the journey to creating the incredible as our **Manager Sports**

Do you have?

- Relevant Certificate IV, Diploma, or higher qualification in Sport and Recreation, Community Development, or a related field; or equivalent industry experience.
- Current Working With Children Check or ability to obtain prior to commencement.
- Demonstrated knowledge of the sport and recreation industry, including emerging trends, programs, and initiatives, and their implications for local government service delivery and the community.
- Sound knowledge of physical activity, community recreation, and club development principles and

processes.

- Current 'C' Class Drivers Licence valid in Western Australia.

To be successful in this role, you will have strong customer service focus and effective interpersonal skills including facilitation and problem-solving skills. You will have demonstrated ability to work independently and in a team environment.

Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART - Honesty, Excellence, Accountability, Respect and Teamwork**.

To Apply

Please submit a current Resume and Cover Letter addressing the Essential Criteria in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au.

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

Closing date:

Applications for this position are open until a suitable pool of candidates is received. This means vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

For enquiries relating to the application or recruitment process, please contact **People and Culture** on (08) 9175 8000 or recruitment@eastpilbara.wa.gov.au

www.eastpilbara.wa.gov.au

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Pilbara
THE HEART OF THE PILBARA

Canvassing of Councillors or Selection Panel Members will disqualify

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Manager Sports

Directorate

Community Experience

Reports to

Director Community Experience

Position Number

#364

Position Level

LGIA 9/10

Position Summary

The Sports Manager is responsible for leading the strategic development, coordination and promotion of sport across the region. The role focuses on increasing participation, attracting and delivering sporting opportunities, supporting local clubs and organisations, managing sporting facilities and ensuring venues are maintained to a high standard.

The Sports Manager will work collaboratively with sporting bodies, community groups, government agencies and industry stakeholders to create a vibrant and sustainable sporting environment that improves community wellbeing, social connection and economic outcomes.

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Ensuring employee and customer satisfaction, engagement and excellence;
- Leading, guiding and navigating the management of employees under supervision, whilst developing and mentoring key talent;
- Supporting good governance through the application of good decision making and consistency of application;
- Building a team of high functioning professionals to deliver projects and

outcomes for and on behalf of the Shire;

- Providing expert advice to internal and external stakeholders whilst maintaining relationships and responsibility for operational oversight for large, complex and high-risk projects;
- Actively contributing towards the achievement of financial measures around margin, utilisation management and direct costs ensuring efficiencies and quality of service;
- Demonstrate leadership in and commitment to the health, safety and wellbeing of all Shire staff;
- Proactively report upon, and mitigate, organisational risks.

Role Accountabilities

SPORTING DEVELOPMENT AND PARTICIPATION

- Identify, develop and implement strategies to increase participation in sport and active recreation across all age groups and abilities.
- Identify, attract and facilitate new sporting programs, competitions and opportunities for the region.
- Build partnerships with state, national and regional sporting organisations.
- Support local sporting clubs through capacity building, governance assistance and volunteer development.
- Promote inclusive sporting opportunities for youth, seniors, women, people with disabilities and culturally diverse communities.
- Identify emerging sporting trends and opportunities that benefit the community.



- Coordinate the delivery of a diverse range of workshops, training, services and events that facilitate skill and knowledge transfer and promote community group education and sporting opportunities for community members.

EVENTS AND REGIONAL ATTRACTIONS

- Lead the attraction and delivery of regional, state and national sporting events.
- Develop event proposals and partnerships that increase visitation and economic activity.
- Coordinate sporting calendars to maximise participation and venue utilisation.
- Work with tourism, business and community stakeholders to leverage sporting events and programs.
- Seek opportunities to establish the region as a recognised sporting destination.
- Assist with special sport and recreation projects.
- Deliver SOEP key sporting events, for example but not limited to Newman Triathlon.

FACILITY AND VENUE MANAGEMENT

- Oversee the operation, maintenance and presentation of sporting venues and associated infrastructure.
- Develop and implement preventative maintenance programs for sporting facilities.
- Monitor facility condition and identify renewal, upgrade and replacement requirements.
- Ensure sporting venues are safe, accessible, compliant and fit for purpose.
- Ensure facilities meet relevant legislative, safety and operational requirements.
- Assist sport and recreation clubs in the effective use and management of facilities.
- Provide input into the development of Public Open Space to maximise opportunities for physical activity.

STRATEGIC PLANNING AND ASSET MANAGEMENT

- Contribute to long-term sport and recreation planning.
- Develop facility master plans and infrastructure improvement programs.
- Assist with asset management planning and lifecycle renewal forecasting.
- Monitor community needs and recommends future facility investments.
- Prepare business cases and funding submissions for sporting infrastructure projects.
- Assist in reviewing, developing and implementing the Club Development Program Plan.

FINANCIAL MANAGEMENT

- Prepare and manage operational and capital budgets.
- Monitor expenditure and ensure efficient use of resources.
- Identify and assist with the preparation of grant funding and sponsorship opportunities.
- Provide regular financial reporting and performance monitoring.

STAKEHOLDER ENGAGEMENT

- Build strong relationships with sporting clubs, schools, community organisations, local businesses and government agencies to support, maintain, and promote physical activity, healthy lifestyles and inclusivity.
- Represents the Shire at sporting forums, meetings and regional networks.
- Facilitate consultation with users regarding facility improvements and service delivery.
- Advocate for regional sporting priorities and investment opportunities.

LEADERSHIP AND TEAM MANAGEMENT

- Provide leadership, guidance and support to staff and volunteers.
- Assist sporting and recreation clubs with their organisational development in governance,



forward planning, financial viability, and sport development.

- Manage staff performance, development and workforce planning.

PROVISION OF QUALITY CUSTOMER SERVICE

- Foster a culture of customer service, safety, accountability and continuous improvement.
- Adhere to customer service strategies and processes for regular community club liaison and consultation in all relevant work tasks.
- Respond to enquiries and correspondence for club-delivered sport and recreation services, activities, facility usage and programs.
- Participate in internal and external forums (eg. Pilbara Club Development Network), meetings and workshops in relation to sport and recreation provision and management.

WORK HEALTH & SAFETY OBJECTIVES

- Raising WHS awareness throughout the service.
- Facilitation of continual improvement and cultural beliefs around safety.
- Actively promote WHS and disseminate WHS information.
- Provide and maintain workplaces, plant and systems of work such that, so far as is practicable, the employees are not exposed to hazards.
- Provide such information, instruction and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards or risks.
- Effectively communicate with regards to the WSH management system.
- Apply WHS and relevant legislation.
- Implement components of WHS management systems.
- Implement hazard identification, risk assessment and control.
- Implement incident investigation, reporting and record keeping.

Selection Criteria

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

Essential Criteria

(to be considered for this role you must demonstrate the following skills and experience)

- Relevant Certificate IV, Diploma, or higher qualification in Sport and Recreation, Community Development, or a related field; or equivalent industry experience.
- Current Working With Children Check or ability to obtain prior to commencement.
- Demonstrated knowledge of the sport and recreation industry, including emerging trends, programs, and initiatives, and their implications for local government service delivery and the community.
- Sound knowledge of physical activity, community recreation, and club development principles and processes.
- Sound group work and community facilitation skills.
- Demonstrated proficiency in using Windows-based applications, including the Microsoft Office suit.
- High-quality administration skills such as well-developed planning and time management skills and ability to maintain accurate records, databases and filing systems.
- Strong customer service focus.
- Effective interpersonal skills including facilitation and problem-solving skills.
- Demonstrated ability to work independently and in a team environment.
- Well-developed written and oral communication skills for internal and external stakeholders.
- Effective organisational, time, and financial skills, including the ability to plan and prioritise multiple tasks and programs and



support budget monitoring and accurate financial reporting.

- Current 'C' Class Drivers Licence valid in Western Australia.

Desirable Criteria

- Current "Provide First Aid" including current "Provide CPR" certificates, or willingness to obtain.
- Experience working in Local Government with knowledge of compliance and legislative requirements, or similar experience in a government or other regulatory environment.

Remuneration details

Employment conditions in accordance with the Shire of East Pilbara Industrial Agreement 2024 (LGIA 2024).

Cash salary component:

- Base salary \$104,219 - \$127,503 per annum.
- 22% Superannuation includes: 12% Superannuation guarantee with an additional 5% to match employee voluntary contribution. The combined total of the Shire's contribution shall not exceed 17% of the specified salary.

Accommodation:

- Subsidised housing is available for this position.

Relocation expenses:

- The Shire will negotiate reasonable relocation expenses with the successful applicant.
- Up to \$15,000 for interstate or up to \$10,000 for intrastate (GST Inc.).

Hours of work:

- As per the Award, ordinary hours of work are 38 hours per week.

In addition:

- Annual uniform allowance up to \$440.
- Restricted private use of motor vehicle with fuel included.
- 5 weeks Annual leave and the eligibility to accumulate Rostered days off every 19 working days.
- Long Service Leave – Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance – following twelve (12) months completion of service, one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.

Other benefits and services:

- Discounts for staff for the use of recreation and aquatic centre facilities.
- Professional development is encouraged and promoted by providing staff training as necessary.

INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

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About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.