



# Paroo Shire Council

## Position Description - Indigenous Community Sport and Recreation Officer (ICSRO)

### Position Details

<b>Position Title</b>	<b>Indigenous Community Sport and Recreation Officer (ICSRO)</b>	<b>Award</b>	<b>QLD LGIA</b>
<b>Location</b>	<b>Cunnamulla</b>	<b>Classification</b>	<b>Stream A Level 2</b>
<b>Department</b>	<b>Community Services</b>	<b>Employment Type</b>	<b>Part Time – (25 hrs/week)</b>
<b>Reports to</b>	<b>Community Services Manager</b>	<b>Duration</b>	<b>Fixed Term to June 2021</b>

### Objectives of the Position

The Indigenous Community Sport and Recreation Officer are responsible for building community involvement and ownership of sport and recreation activities/programs with local indigenous communities that align with the Paroo Shire Council Operational Plan. This will include the planning, development and delivery of a broad range of activities and programs that address the sporting and recreational needs of the local community.

As a representative of Council, demonstrated professionalism leadership and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

### Key Responsibilities

- Contribute to the achievement of team goals.
- Foster and maintain communication with members in your own team as well as other teams in an open and honest manner.
- Develop and implement strategies to involve community and services in the planning, development and delivery of activities and programs for the Paroo Shire.
- Assist community groups to identify and assess sporting and recreation issues.
- Facilitate community participation in the development of appropriate strategies in response to locally identified sporting needs.
- Assist in increasing the range of recreation and sport options available to community in the Paroo Shire, attempting, where possible to utilise existing resources.
- Assist in researching for Grants to support programs and work with other Council areas on Grant preparation.
- Develop networks with government and non-government agencies in the Paroo Shire Local Government Areas.
- Liaise with external government and non government agencies and personnel as directed.
- Assist in coverage of other Council areas if appropriate e.g. Front Counter.
- Assist with budgets and reviews with regards to the program.
- Prepare reports as required inline with funding and Council requirements and compliance
- Provide monthly report to Manager for inclusion into Council meetings on activities, outcomes, and existing or emerging issues.
- Represent Council positively and professionally and comply with policies and procedures.
- Consistently complete allocated tasks within agreed timeframes.
- Undertake other tasks up to and including your competency and level.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Commitment to Workplace Health and Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee



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### Skills, Experience and Qualifications

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#### Essential:

- Relevant previous experience working as a Sporting and Recreation Officer or similar type position while providing quality customer service;
- Experience working effectively in a team environment and within the community;
- Well developed leadership and team building skills with the ability to motivate and influence clients to achieve positive outcomes;
- Ability to communicate effectively in written and oral form with a diverse range of clients;
- Demonstrated experience in Microsoft Office and the development of basic reports and correspondence;
- Proven ability to work under limited supervision;
- Must hold a current Working with children (blue card); and
- Current Class C Queensland Drivers Licence. All employees of Paroo Shire Council as a condition of employment are required to produce current copies of their Queensland Driver's License if requested by your Supervisor and/or Manager.

#### Additional Information

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- This position is required to work out of Council Main Office in Cunnamulla, however this position may be required to travel within the Local Government Area and work outside of standard business hours.
- Should you, at anytime during your appointment in this role, become ineligible to hold a C Class drivers licence or Working with Children check, you are required to advise Council immediately.

#### Approval of Position Description

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**Position Description Approved by: Sean Rice, A/Chief Executive Officer, Paroo Shire Council**

Signature

A handwritten signature in black ink, appearing to be "Sean Rice".

Date **2<sup>nd</sup> September 2020**