

POSITION DESCRIPTION FORM

Position Title: Camp Event Coordinator - Woodman Point

Position Number	3WWP305P 3WWP306P
Classification Level	Level 3 (proposed)
Award/Agreement	Public Service Award 1992 and prevailing Agreement
Division/Directorate	Sport and Recreation
Branch/Section	Facilities and Camps
Physical Location	Woodman Point
Effective Date (the date the JDF is registered)	08/01/2018

PURPOSE OF THE POSITION

Leads the design and development of camp event packages in consultation with clients to deliver an holistic camp experience. Coordinates the delivery of accommodation services and program components of camp events. Responsible for on-site group liaison.

REPORTING RELATIONSHIPS

This position reports to:

Position title: Camp Manager

Position number: 3WPM601P Level: 6

Positions that report to this role:

Position title:
N/A

Position number: Level:

ABOUT THE DEPARTMENT

Vision

Our Vision is to create vibrant, inclusive and well-run communities where Western Australians want to live and that offer sustainable economic and employment opportunities.

Approach

The Department will achieve its vision by:

- Working jointly and collaboratively across other State Government departments.
- Creating synergies and cost efficiencies in back of house functions.
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities.
- Contributing to the achievement of Government Targets.

Purpose:

- To regulate and support Local Governments to deliver good governance to their communities.
- To promote participation and achievement in Sport and Recreation.
- To support and grow our Creative Industries.
- To promote cultural diversity and social inclusion across our community.
- To provide opportunities in the hospitality sector by reducing red tape and regulatory burden on the liquor and gambling industries.
- To celebrate Aboriginal Culture and preserve history and traditions.

Values

Leadership:

We are constantly engaging with the Western Australian community and will strive to be strategic leaders in our industries and markets.

Integrity

We will proactively collaborate inside and outside of government, be open and transparent with our partners and take responsibility for our actions.

Vision

We will strive to be aware of current and future community needs and will enable solutions that support the growth of Western Australia through the work we do.

Excellence

We are constantly adapting our services, products and support in response to community needs. Through agility and innovation, we continuously evolve to maintain the highest standards of performance and compliance in all we do.

Diversity

We will be focused on building stronger communities that are inclusive and respectful, treating all Western Australians equally.

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Leads the design and development of camp event packages in consultation with clients to deliver valued and positive whole of camp experiences.
2. Assists the Camp Manager in the development and enhancement of products and services.
3. Assists in the development of initiatives to market and promote the range of active recreation programs on offer.
4. Coordinates the delivery of accommodation services and structured and unstructured program components of contracted events.
5. Liaises with clients and community and industry partners concerning service delivery, event development and community engagement.
6. Actively participates in the review and updating of camp resources including website, promotional material, guidelines and procedure documentation.
7. Monitors and evaluates camp events including performance effectiveness, statistical collation and reporting.
8. Maintain a competent outdoor skillset and deliver outdoor recreation programs to support customer demand
9. Other duties as directed by the Camp Manager.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Complies with the Departments Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement. Please note that a criminal record does not necessarily disqualify you from appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Essential Qualifications:

- Accredited First Aid qualification including CPR
- Working with Children Check
- Class C Drivers License

Desirable Qualifications:

- Currency in key outdoor leadership program skillsets such as NOLRS Challenge Ropes or equivalent, Coastal Guide through Paddling Australia (ACAS), Community Surf Rescue Certificate or equivalent.
- Certificate IV in Workplace Training

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

1. Shapes and Manages Strategy

- Understands and interprets government, department and community expectations regarding the utilisation of State resources in the context of camp operations.
- Understands the Woodman Point service delivery model as it related to clients to provide events consistent with client needs
- Assists in the development, implementation and evaluation of operational plans, strategies, policies and performance

2. Achieves Results

- Works in conjunction with others to achieve results within available resources, timelines and regulatory standards
- Develops and implements systems and processes that support operational objectives

3. Builds Productive Relationship

- Builds productive working relationships by sharing knowledge, advising, supporting and mentoring other staff, clients and other stakeholders.
- Develops and maintains networks and collaborates with internal and external stakeholders to identify options and solutions
- Promotes a client-focused culture which cultivates a diversity of contributions to service improvement

4. Exemplifies personal integrity and self-awareness

- Demonstrates behaviour consistent with the standards and principles set out in applicable codes of ethics/conduct and departmental standards, values and policies including reliability, managing personal behaviours and working cooperatively
- Understands personal and professional competence in the delivery of an integrated client service and the need to adapt and improve as required

5. Communicates and Influences Effectively

- Communicates effectively and conveys information the audiences' levels of knowledge, skill and experience.
- Brings energy and enthusiasm to interactions with others.
- Identifies and responds to the sensitivities and diversities of audiences
- Effectively represents the Camp at a range of meetings, events and client interactions.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Capacity to utilise or undertake training in:

Agency computer systems to support efficient and accurate customer service delivery.

Supervision and/or leading teams.

CERTIFICATION

The details contained in the document are an accurate statement of the duties, responsibilities and other requirements of the job.

	Corporate Executive Representative		Position Incumbent
Name		Name	
Signature		Signature	
Date		Date	