

## POSITION DETAILS

**Position Title**

Senior Program Coordinator (Point Walter)

**Position Number**

14207

**Classification Level**

Level 3

**Award/Agreement**

Public Service Award 1992 /  
Public Service and Government Officers  
General Agreement 2017

**Division/Directorate**

Planning and Service Delivery; Sport and  
Recreation

**Branch/Section**

Participation and Camps

**Physical Location**

Point Walter

**Effective Date**

9/10/2019

**Employment Type**

Permanent

Full time

## REPORTING RELATIONSHIPS

**Position reports to**

14188 – Manager (Point Walter) – Level 6

**Positions reporting to this position**

Nil

## PURPOSE OF THE POSITION

Under the leadership of the Manager and supervision of the Events and Operations Manager, develops, conducts and evaluates outdoor recreational programs that optimise the client camp experience.



## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

### MISSION

**To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.**

### VISION

**Creating a vibrant, inclusive and connected WA community.**

### VALUES

**Customer Focused  
Responsive  
Respectful  
Accountable  
Innovative**

### DLGSC Objectives

- Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
- Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State’s cultural diversity
- Contribute to the wellbeing of the community through effective regulation
- Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
- Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places.

### DLGSC Approach

We will achieve this by:

- Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
  - Being efficient, effective and responsive through an agile and flexible workforce
  - Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
  - Contributing to the achievement of whole-of-State Government targets
- Using evidence based information to develop community focused engagement and partnerships

## DUTIES OF THE POSITION

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

### 1. RECREATION PROGRAMS

- 1.1 In consultation with the Manager, assist with strategies to increase the range and improve the productivity of active recreation programs related to DLGSC Camps strategic directions at the Pt Walter Recreation and Conference Centre
- 1.2 Identify instructor training needs, plan, develop and assist with the ongoing training, mentoring and induction of all program staff.
- 1.3 Utilise professional experience in adventure activities in liaison with client groups to build the sequence and content of programs to best suit client needs.
- 1.4 Liaise with the Accommodation and Program Officer and senior instructors to ensure the appropriate rostering of instructors to fulfil the servicing of client requests and ratios as prescribed in the DLGSC Camps Programs Standards.
- 1.5 Liaise with the Operations and Events Manager with the day-to-day administration of recreation programs, including booking system, accounts, reports, statistics.
- 1.6 Develop, supervise conduct and review recreation programs for the Point Walter Recreation and Conference Centre.

### 2. MAINTENANCE

- 2.1 Supervise the security and safety of all equipment related to recreation program delivery.
- 2.2 Monitor the maintenance planning for all recreation facilities and equipment.
- 2.3 Ensure the appropriate scheduling, supervision and completion of maintenance of recreation facilities and program equipment.

### 3. CLIENT RELATIONS

- 3.1 Liaises with clients regarding programs, arrivals and departures, camp regulations and safety matters.
- 3.2 Arranges and conducts inspections of facilities.

### 4. SAFETY

- 4.1 Advises Camp Manager and Camps Chain Safety Group on safety issues and designs training programs consistent with current accreditation programs and activity guidelines and procedures.
- 4.2 Liaises with key outdoor recreation stakeholders

### 5. OTHER

- 5.1 Other duties as required.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's 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

Essential Pre-employment requirements:

- Current nationally recognised First Aid qualification including CPR
- Working with Children Check
- 'C' Class driver's licence

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 for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

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

### Essential

1. **Role Specific**  
Understanding of contemporary issues in recreation, including recreation programming and risk assessment
2. **Shapes and Manages Strategy**  
Experience in successful planning, development, review and delivery of recreation programs
3. **Achieves Results**  
Sound organisational, prioritising and problem solving skills with the ability to see tasks through to completion within deadlines.
4. **Builds Productive Relationships**
  - Ability to develop and maintain productive relationships, including liaising and consulting with a variety of individuals.
  - Demonstrated ability to work within a team environment, resolve conflicts, contribute to workplace morale and effectively coordinate staff.

5. **Exemplifies Personal Integrity and Self-awareness**

Ability to work professionally and with courtesy in the workplace in accordance with relevant policies and procedures.

6. **Communicates and Influences Effectively**

Well developed communication skills, including the ability to adapt messages to suit the intended audience.

**Desirable**

1. NOLRS Challenge Ropes / High Ropes or R-VOC Endorsement (Verifiable Competency).
2. Paddling Instructor / Guide awards (Paddle Australia) or imminent completion.
3. Current aquatic rescue qualification or imminent completion
4. Currency in key outdoor leadership program skillsets.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

**Special Conditions**

- Nil

**Appointment is subject to:**

- 100 point identification check; and
- Criminal Records Screening clearance.

**Training:**

- Nationally recognised assessor skillset – or imminent completion
- Utilise agency business systems to maximise workplace safety and service delivery
- Supervision and/or leading teams
- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's accountable and ethical decision making training within six months of appointment eg. duties required to undertake the role



## CERTIFICATION

*The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.*

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**Corporate Executive Representative Signature**

Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position's duties are to be performed in accordance with the Department's Code of Conduct.*

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**Employee Signature**

Date (DD/MM/YYYY)

<b>REGISTERED</b>	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: AM	Date: 09.10..2019