Job Description Form – Assistant Manager

|  |  |  |  |
| --- | --- | --- | --- |
| **Position number:** | 14222 | **Classification:** | Level 3 |
| **Division:** | Sport and Recreation | **Branch/section:** | Recreation and Camps |
| **Reports to:** | 44186 – Manager Bickley – L6 | **Direct reports:** | Nil |

About the Department

|  |  |  |
| --- | --- | --- |
| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | Respectful  Accountable  Responsive  Open-minded  Integrity |

Context

The Sport and Recreation team promotes participation and achievement in sport and recreation to support a healthy lifestyle for all Western Australians through physical activity. It provides strategic leadership and support for the sport and active recreation sectors with a focus on inclusion and accessibility.

This work extends into regional areas where the team contributes to a broad range of community outcomes in partnership with state and local government agencies, regional sporting associations, peak bodies, and community clubs to support liveable regional communities.

Position purpose

Assists with the management and administration of the camp. Liaises with clients during all stages of their booking.

Responsibilities

1. Liaises with clients regarding the accommodation facilities and grounds and programs, arrivals and departures, camp regulations and safety matters.
2. Organises and leads site tours, inductions and welcome briefings with clients and contractors.
3. Assists the camp manager with all aspects of camp administration, budget management, invoicing, record-keeping, collation of statistics, and asset management.
4. Monitors the ongoing physical environment of the Bickley Outdoor Recreation Camp and assists the camp manager in developing, conducting and reviewing maintenance programs appropriate including tendering for some maintenance works and supervising service contracts.
5. Assists in the development, implementation, and evaluation of the recreation programs provided by the camp.
6. Actively participates in reviewing and updating of all Bickley Outdoor Recreation Camp resources including the website, promotional materials, and documentation relating to emergencies, clientele and procedures.
7. Ensures camp safety through appropriate actions, including assisting staff and clients in difficulty and emergency organisations in situations affecting the camp.
8. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
9. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. Sound communication skills, including the ability to adapt messages to suit the intended audience.
2. Ability to work well in a team, resolve conflicts as required, and develop and maintain productive relationships, including liaising and consulting with a variety of individuals.
3. Sound organisational and prioritising skills with the ability to see tasks through to completion and within deadlines.
4. Relevant experience in monitoring and contributing to the safety of physical environments of a site including facility and equipment maintenance within Work Health and Safety guidelines.
5. Sound administrative skills and the ability to competently use business systems and computing applications.

Desirable

1. Demonstrated experience in working with community groups, professional, educational or corporate bodies in a recreational capacity.
2. Leadership qualifications relevant to the industry.

Special conditions

Current first aid qualification equivalent to:

* HLTAID011 Provide First Aid
* HLTAID009 Provide Cardiopulmonary Resuscitation

Current WA Driver’s licence

Occasional working outside business hours may be required

Participation in the ‘on-Call’ roster

Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

Other conditions specific to this role are:

Working with Children Check

|  |  |
| --- | --- |
| Registration date | 22 November 2024 |