

Position Title	Team Leader Recreation
Department	Community Services
Unit	Customer Experience and Recreation
Team	Facilities and Recreation
Supervises	9
Reports To	Coordinator Sports, Recreation and Community Facilities
Grade	H
Date Prepared	1/08/2018
Date Last Updated	27/8/2026

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

This role is responsible for providing guidance and leadership to the Recreation Team to ensure Council regularly engages with and delivers a high level of customer service to the users of Councils open space and sporting facilities. Essential to this role is the ability to build and maintain strong, collaborative relationships with sporting clubs and associations, local schools and other community groups.

The Team Leader Recreation is also responsible for overseeing the ongoing development and implementation of the Active Canterbury Bankstown program. The Active Canterbury Bankstown program is a Council run initiative whereby Council delivers a series of community events and programs aimed at promoting the benefits of a healthy and active lifestyle to the residents of Canterbury-Bankstown.

Accountabilities

- Provide leadership, coaching and development opportunities for the Recreation Team and assist them in delivering a high standard of service.
- Manage the hiring of Sportsfields in accordance with the local Government Act 1993 and Council policies.
- Oversee and manage Community events held on Council land.
- Oversee the hiring of Council's passive parks
- Oversee the management of Council's Sporting Hall of Fame, including the induction process for new athletes and the ongoing management and rotation of exhibits.
- Prepare Council and ELT reports as required.
- Assist sporting groups in the management of externally funded projects, this includes providing assistance in the preparation of submissions for grant funding as required.
- Identify and apply for the appropriate sport, recreation and/or facility grants on behalf of Council.
- Oversee the development and implementation of initiatives under the Active Canterbury Bankstown program.
- Assist with concept and master planning processes for Council managed Community Land.

- Liaise with the relevant Council departments to ensure that proactive and reactive maintenance for Council sporting facilities is completed to a high standard and in a timely manner.
- Carry out other tasks as required and assigned by the Coordinator and/or Manager.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – People Leader Profile 2

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Advanced	• Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Relationships		
Customer and Community Focus	Adept	• Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer- focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results		
Deliver Results	Advanced	• Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results

		• Implements and oversees quality assurance practices
People Leadership		
Manage and Develop People	Adept	• Seeks to understand the individual strengths, weaknesses, goals and concerns of team members • Defines and communicates roles and responsibilities and sets clear performance standards and goals • Coaches team members to help improve performance and development • Regularly discusses performance with team members and provides accurate, constructive reviews • Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals • Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in Business Management, Sport and Recreation or a related discipline, or equivalent demonstrated experience.

- Current Class C NSW Drivers licence

Essential Experience

- Demonstrated experience in managing multi-disciplinary teams
- Excellent negotiation and communication skills together with a high level strategic and analytical thinking
- Demonstrated relationship management experience and highly developed interpersonal skill
- High level written and verbal communication skills.
- Demonstrated experience in the Sport and Recreation industry.
- Understanding of the Local Government Act 1993, Crown Lands Act 1989, particularly aspects relating to the public land management and other relevant legislation.

Desirable Qualifications and or Experience

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☐	☒
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☐	☒
Could there be a conflict of interest with secondary employment?	☒	☐