

Position Title	Coordinator Sports, Recreation and Community Facilities
Department	Community Services
Unit	Customer Experience and Recreation
Team	Facilities and Recreation
Supervises	3
Reports To	Manager Customer Experience and Recreation
Grade	J
Date Prepared	16/12/2016
Date Last Updated	1/07/2026

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

The Coordinator Sports, Recreation and Community Facilities is responsible for leading the strategic planning, operational management and continuous improvement of Council's sports, recreation and community facility portfolio. The role oversees the provision of accessible, safe, inclusive and financially sustainable recreation services and community facilities, including community centres, halls, sporting facilities, passive parks and public spaces. The position is responsible for maximising community benefit through effective facility management, asset planning, stakeholder engagement, policy implementation and service delivery excellence.

Accountabilities

- Lead and foster a positive team culture within the Recreation, Community Facilities and MIISC teams
- Conduct regular performance appraisals and create and promote development opportunities for staff within the recreation and community facilities teams.
- Conduct performance management if and when required.
- Oversee the development and implementation of the Community Facilities Policy, including the ongoing management of community leases and licences on community land.
- Develop and implement the "Get Active" Canterbury Bankstown Strategy
- Develop strong relationships with local sporting and community groups, including conducting regular stakeholder engagement activities such as the Sports Operational Forum.
- Ensure an efficient and seamless booking process for passive parks, sporting fields, school carnivals and street stalls.
- Oversee the transition and ongoing management of the Morris Iemma Indoor Sports Centre.
- Develop and implement and review the programming for the Morris Iemma Indoor Sports Centre
- Liaise with Council departments such as Parks and Capital Works to maximise availability of Council assets and revenue return to Council.
- Manage expenditure in line with Council's annual budget
- Prepare the annual fees and charges for public exhibition
- Manage the tender processes when required and according to the Local Government Act (1993) and Council's procurement policy.

- Assist in the preparation of the relevant components of Council's Operational, Delivery and Community Plans.
- Prepare Council reports as required.
- Develop sales and marketing strategies to maximise utilisation of Council facilities.
- Prepare presentations for Council's Executive Leadership Team as required
- Act as Manager Customer Experience and Recreation where required

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 1

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Advanced
	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	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

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		
Plan and Prioritise	Advanced	• Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place

		• Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management
People Leadership		
Inspire Direction and Purpose	Advanced	• Translates organisational vision and strategy into operational goals to help staff understand their own contribution • Builds a shared sense of purpose through involving people in defining priorities and cascading goals • Regularly communicates progress against business unit and organisational goals • Creates opportunities for recognising and celebrating high performance at the individual and team level

* 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 Recreation, Sports Management, Business or related discipline
- Current Class Drivers Licence

Essential Experience

- Experience in leading multidisciplinary teams
- Experience in managing financial budgets
- Experience in the Sport and Recreation industry

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?	☒	☐