

Position Title	Sports Development Officer
Department	Community Services
Unit	Customer Experience and Recreation
Team	Recreation
Supervises	Nil
Reports To	Team Leader Sport and Recreation
Grade Range	Grade G Step 1 - 3
Date Prepared	1/10/2016
Date Last Updated	22/10/2026

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

Provide support and guidance to sporting clubs and associations, and ensure the continued delivery of quality sport and recreation opportunities in Canterbury-Bankstown. This includes education and capacity building of predominantly volunteer-based organisations.

Contribute to establishing Canterbury-Bankstown as a place with a diverse range of leisure and recreation opportunities to enhance the quality of life for residents, workers and visitors.

Contribute to planning, development and management of open space, recreational facilities and services; including overseeing the seasonal sports booking processes for these facilities.

Work as a key member of the Sports and Recreation Unit, participate in a multi-disciplinary team within this Unit and manage team and individual projects requiring consultation and negotiation with internal and external stakeholders.

This position may require some evening and weekend work.

Accountabilities

- Assist in the development, implementation and review of policies, manuals, standards and/or specifications for recreation facilities, services and programs, including the Club Committee Guidelines.
- Management of open space and recreation facilities, and assist with the development of new facilities.
- Plan and deliver sports, volunteer and club development training or programs for local sporting organisations.
- Oversee the allocation of Council's sports grounds and ovals for seasonal sporting and school usage.
- Ensure the resolution of maintenance issues relating to Council's sports grounds and ovals.

- Assist with Preparing grant funding and other submissions that relate to the provision of recreation and/or open space services and facilities, including assisting with submissions of behalf of sporting groups
- Develop strong working relationship with internal stakeholders to ensure the ongoing efficient and effective customer service provision.
- Research (design, implement and analyse community surveys to identify) recreation needs of the community including maintenance of participation data related to our residents.
- Manage the Sporting Hall of Fame including promotion, rotation of exhibits and overseeing the application process.
- Contribute to the Recreation Team Plan.
- Prepare reports and briefings as required for Council and handle day to day correspondence.
- Review and prepare annual fees and charges related to recreation facilities, services and programs.
- Facilitate community involvement by managing the Sports Operational Committee and any other relevant committees.
- Assist with marketing of recreation facilities, services and programs.
- Represent community issues to Council and Council issues to the community.
- Assist in project management as required.
- Assist in any other duties, as directed by the Team Leader or Coordinator.

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 – Senior Technical/ Professional Specialist

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	Adept
	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	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

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
Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • 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
Resources		
Finance	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets

		<ul style="list-style-type: none"> • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks
Personal Character		
Lead Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve

* 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 General Manager.

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 a relevant field(s) or equivalent practical experience.

Essential Experience

- **Following our Corporate Values is essential. They are:**
 - We care about our customers
 - We act with integrity
 - We work as one team
 - We are committed to safety
 - We continuously improve
- **Working with people**
 - Demonstrates an interest in and understanding of others.
 - Adapts to the team and building team spirit.
 - Recognises and rewards the contribution of others.
 - Listens, consults others and communicates proactively.
 - Supports and cares for others.
 - Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.
- **Relating and networking**
 - Establishes good relationships with customers and staff
 - Builds wide and effective networks of contacts inside and outside the organisation.
 - Relates well to people at all levels.
 - Manages conflict.
 - Uses humour appropriately to enhance relationships with others.
- **Presenting and communicating Information**
 - Speaks clearly and fluently.
 - Expresses opinions, information and key points of an argument clearly.
 - Makes presentations and undertakes public speaking with skill and confidence.
 - Responds quickly to the needs of an audience and to their reactions and feedback.
 - Projects credibility
- **Delivering results and meeting customer expectations**
 - Focuses on customer needs and satisfaction.
 - Sets high standards for quality and quantity.
 - Monitors and maintains quality and productivity.
 - Works in a systematic, methodical and orderly way.
 - Consistently achieves project goals.
- **Coping with pressures and setbacks**
 - Works productively in a high pressure environment.
 - Keeps emotions under control during difficult situations.
 - Balances the demands of work life and personal life.
 - Maintains a positive outlook at work.
 - Handles criticism well and learns from it.

Desirable Qualifications and or Experience

- Deciding and initiating action
- Makes prompt, clear decisions which may involve tough choices or considered risks.
- Takes responsibility for actions, projects and people.
- Takes initiative, acts with confidence and works under own direction.
- Initiates and generates activity.
- **Writing and reporting**
- Writes clearly, succinctly and correctly.
- Writes convincingly in an engaging and expressive manner.
- Avoids unnecessary use of jargon or complicated language.
- Writes in a well structured and logical way.
- Structures information to meet the needs and understanding of the intended audience.
- **Creating and innovating**
- Produces new ideas, approaches or insights.
- Creates innovative products or designs.
- Produces a range of solutions to problems.
- Seeks opportunities for organisational improvement.
- Devises effective change initiatives.
- **Persuading and influencing**
- Makes a strong personal impression on others.
- Gains clear agreements and commitment from others by persuading, convincing and negotiating.
- Promotes ideas on behalf of self or others.
- Makes effective use of political processes to influence and persuade others.
- **Planning and organising**
- Sets clearly defined objectives.
- Plans activities and projects well in advance and takes account of possible changing circumstances.
- Manages time effectively.
- Identifies and organises resources needed to accomplish tasks.
- Monitors performance against deadlines and milestones.
- **Adapting and responding to change**
- Adapts to changing circumstances.
- Accepts new ideas and change initiatives.
- Adapts interpersonal style to suit different people or situations...
- Shows respect and sensitivity towards cultural and religious differences
- Deals with ambiguity, making positive use of the opportunities it presents

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?	☐	☒