# Position Description

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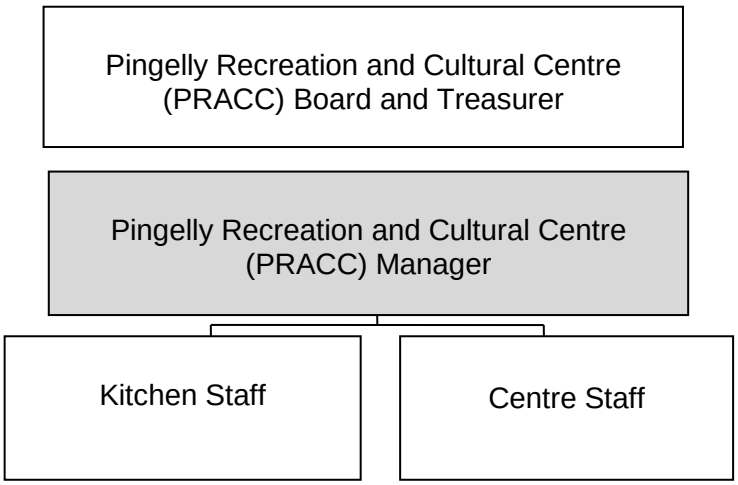
| Job Title: | Manager - Pingelly Recreation and Cultural Centre (PRACC) |
| Location: | Pingelly Recreation and Cultural Centre (PRACC) |
| Level: | Contract - Negotiated |
| Reports to: | Pingelly Recreation and Cultural Centre (PRACC) Board and Treasurer |



## ORGANISATIONAL VALUES

**INTEGRITY:** We are open, ethical and honest in our dealings and treat all people with dignity and respect.

**COMMITMENT:** We are committed to advancing the organisation, maintaining professional standards and our own professional development.

**EFFECTIVE TEAMWORK:** We complete our own tasks in a professional manner, willingly assist others, ensure team goals are achieved, support team decisions and make positive contributions to the workplace culture.

**ACCOUNTABILITY:** We are accountable and responsible for our own actions and decisions.

## POSITION OBJECTIVES

To effectively manage and lead the Pingelly Recreation and Cultural Centre (PRACC) Team and all activities within that area, providing effective, strategic and operational support in consultation with the Pingelly Recreation and Cultural Centre (PRACC) Board.

To deliver the implementation of an overall Financial and Human Resource Management Plan for the Pingelly Recreation and Cultural Centre (PRACC) Shire of Pingelly in accordance with the Board's strategic and business plans for the benefit of the Pingelly Recreation and Cultural Centre (PRACC).

To develop the strategic operation programs, in consultation with the Board that support the Shire integrated planning frameworks goals and direction.

To manage, supervise and oversee all operational resources, employees and contractors within the Pingelly Recreation and Cultural Centre (PRACC) area and ensure that all works are carried out to deliver strategic outcomes.

To liaise with the Board and Treasurer on matters relating to strategic operations along with providing operational support and advise to the Board and employees in the relation to operational processes and governance within the Pingelly Recreation and Cultural Centre (PRACC).

## KEY RESPONSIBLE AREAS AND DUTIES

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| Operational Management | • Manage the Pingelly Recreation and Cultural Centre in a manner which provides maximum benefit for facility users.<br>• Provide a safe, efficient and effective environment for staff to operate in, including the management of all staff.<br>• Liaise with the community and key stakeholders including the PRACC Board to identify and initiate, and/or conduct, programs/activities within the Centre with a view to providing high level services to the community whilst maximising the return to the Centre.<br>• Liaise with outside bodies, including corporate and community groups, to market the availability of the facilities for hosting regional events, training courses, conferences, corporate days, etc, with the aim of increasing the utilisation of the centre and the promotion of Pingelly throughout WA and the region. |

- Attend and provide a report to the regular meetings of the Pingelly Recreation and Cultural Centre committee and the Shire of Pingelly.
- Assist with the preparation of an annual budget for the Pingelly Recreation and Cultural Centre and assume responsibility for budgetary monitoring and control of finances.
- Develop and implement new and innovative Sport and Recreation development programs for the residents of the region with the PRACC Board and Treasurer.
- Manage Occupational Safety and Health at the Centre including training and monitoring safe workplace practices and manage the facility in emergency situations in line with the recovery arrangements of the Local Emergency Management Committee.
- Other duties as directed by the PRACC Committee and Treasurer consistent with policies and procedures for this position.
- Conduct sound staff management including recruitment, supervision, training and development and implementing disciplinary procedures as required.
- Roster staff according to customer demand and within agreed budget.
- Oversee the management of all program delivery to the agreed standards and ensure quality systems are maintained.
- Lead by example to ensure the implementation of PRACC's OH&S policy and procedures at the PRACC.

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| Working Relationships | • Meet with PRACC Board on a monthly basis (or as required).<br>• Attend and conduct regular senior staff meetings.<br>• Liaise with all centre staff on a regular basis.<br>• Attend other staff meetings as required.<br>• Liaises with Chairperson and Board members on a regular basis.<br>• Liaison with Chairperson and Board members on all urgent matters.<br>• Ongoing liaison with stakeholders/partners, clients and potential clients.<br>• Ensure all PRACC employees are formally inducted to the PRACC policies and process including outlining the responsibilities that pertain to them individually.<br>• Monitor and review employees performance annually along with providing counselling or advice where appropriate.<br>• To mentor PRACC employees in developing and maintaining a sense of loyalty with team ownership including awareness of working in a diverse workforce. |

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| Financial Management | • Assist with the preparation of annual budgets in consultation with the PRACC Committee.<br>• Identify opportunities for external funding and prepare grant applications with the assistance of the Community Development Officer.<br>• Assist in the preparation of monthly reports to the PRACC Committee.<br>• In consultation with the PRACC Committee, maintain an asset register and ensure accountability of all equipment and furniture within the Centre.<br>• Ensure banking and end of day accounting procedures are implemented in consideration of agreed parameters.<br>• Assist in the maintenance of the financial systems and provide financial reports as required to the PRACC Committee.<br>• Responsible for all program / service management, including development and implementation of the PRACC.<br>• Booking future programs.<br>• Membership/promotion.<br>• Any other duties as instructed by the Board.<br>• Monitor and adjust programs / services as required to ensure maximum participation rates.<br>• Promote and evaluate current programs / services and develop new programs as required.<br>• Ensure the cleanliness, presentation and upkeep of facility areas and equipment.<br>• To develop and deliver sound management reports for the PRACC on the annual operation and capital budgets for expenditure and revenue<br>• Management, implementation and development of the operation programs to complement and achieve outcomes set out in the PRACC Planning Frame Work. |
| Administration | • Provide administration services to the PRACC Committee and prepare reports as requested by all Committees.<br>• Maintain an appropriate filing and data retention system.<br>• Maintain a current knowledge of word processing and financial packages appropriate to the operations of the Centre.<br>• Oversee and ensure the effectiveness and integrity of the booking system for the Centre.<br>• Prepare promotional material relevant in marketing the Centre for local, regional and State sporting and corporate events.<br>• Oversee the management of staff, ensuring their development and training as required.<br>• Deliver detailed operational procedures and programs for the PRACC to ensure all work is carried out using quality relevant technical practices in accordance with legislation, regulations and Council policy to deliver productive outcomes. |

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| | • Deliver quality management to all PRACC employee with open lines of communication and be confident in sharing skills and knowledge.<br>• Be responsible for the delivery of quality time management by developing detailed programs to complete multiple quality projects on time.<br>• Be the leader by using innovation to lead required change in process, technology, efficiency and cultural ways in the work place. |
| Planning & Strategy Management | • Develop and implement marketing strategies for all programs.<br>• Ensure that the Centre meets all quality assurance and licensing requirements.<br>• Develop and implement operational policy and procedures in line with the PRACC strategic objectives.<br>• Manage daily usage attendance schedules and in/out registers.<br>• Prepare incident reports and submit to PRACC Chairperson.<br>• Ensure all accidents are noted and the Family and Children's Services are notified immediately if relevant.<br>• Attend training as required by the PRACC Board.<br>• Purchasing of Centre's requirements.<br>• Assist with producing the annual budget and operate within budget parameters.<br>• Complete monthly reports in accordance with the PRACC Board requirements.<br>• Organise and maintain effective communication systems with all stakeholders.<br>• Operate and manage relevant administration systems to ensure quality service provision is delivered.<br>• Immediately respond to customer needs or concerns in accordance with the PRACC Board procedures.<br>• Comply with PRACC procedures for safety, training, purchasing, document control, internal quality audits, corrective and preventative action, customer complaints and control of non-conforming products.<br>• Able to authorise purchases within budget parameters.<br>• Ability to deploy/manage resources (human and physical) within budget parameters.<br>• Assist the Board in developing and delivering the strategic direction of the PRACC through the Planning Framework.<br>• Ensure the Shire funding submissions are delivered and acquitted on time as per the funding guidelines.<br>• Management, Development and implementation of asset management plans, processes and programs to deliver best practice outcomes for the PRACC. |

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| Service Provision & Quality Management | • Maintain a comfortable environment for facility users.<br>• Actively promote and advertise the PRACC, its unique facilities and activities to users and community and corporate groups.<br>• Ensure adequate security and safety measures are in place and administered for all users of the PRACC.<br>• Ensure the Business Unit complies with relevant statutory legislation regarding policy, compliance reporting, documentation and record keeping.<br>• Treat all councillor, stakeholders and customers with professionalism and dignity by ensuring all points of contact are dealt in a friendly timely efficient manner.<br>• Participates in the ongoing improvement of business processes by implementing and recommending improvements to systems and processes to ensure quality project standards and undertaken once. |
| Occupational Health & Safety | • Ensure compliance with all relevant OH&S practices.<br>• Take reasonable care for your own health and safety and for health and safety of others.<br>• Cooperate with the PRACC Board with respect to legislative occupational health and safety requirements.<br>• Understand and work under the guidelines of the PRACC procedure “Safeguarding of Children and Young People” Policy and Code of Conduct.<br>• Ensure that unit employees are not exposed to hazards and that accidents or significant incidents are properly and promptly reported.<br>• Ensure that relevant employees are consulted with regards to changes to premises, plant and equipment which may or will impact on their safety, health and the environment.<br>• Ensure that plant and equipment provided is in good condition and suitable for the purpose for which it is to be used.<br>• Ensure that there is competent and sufficient supervision to facilitate the work to be carried out in a safe manner as to avoid injury or harm to others and themselves.<br>• Ensure that any contractor engaged for the area of authority operates in accordance with Council’s required safety and environmental standards. |

*(Note: The above key duties and responsibilities are in accordance with the broad banding principles of the Code of Conduct and Contract of Employment. This is not an exhaustive list of duties and responsibilities of the position as you may be required to undertake additional duties from time to time as directed by the PRACC Board).*

| KEY PERFORMANCE INDICATORS | |
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| Experience Required | • Provision of administrative, financial and customer service advice to the PRACC Committee as required and directed.<br>• Effective reporting on Club Operations to PRACC Committee.<br>• Maintain a positive work environment.<br>• Plans prepared, and programs undertaken, to provide customer focused quality administration and finance services to the PRACC.<br>• The monitoring of the PRACC's financial position and the preparation of financial reports to the PRACC Committee and its members.<br>• Compliance with legal and statutory requirements relating to the PRACC's financial and administrative function. |
| Skills Required: | • Experience in hospitality and events management.<br>• Experience in the management of recreation facilities.<br>• Experience in the identification, marketing and delivery of recreation programs/activities or similar.<br>• Experience in the management of human resources<br>• Management skills in overseeing staff.<br>• Excellent written and verbal communication skills.<br>• Developed time and personal management skills.<br>• Organisational and programming skills.<br>• Marketing and public relation skills.<br>• Financial management skills.<br>• Ability to work independently without supervision.<br>• Relevant qualifications, or working towards qualifications, in the recreation/leisure field including RSA and Approved Managers Card.<br>• Hold a current "C" class Motor Drivers License.<br>• To obtain and maintain a St John’s current First Aid Certificate.<br>• Hold a current Working with Children’s Check. |

## ORGANISATIONAL RELATIONSHIPS

**Reports directly to:**

- PRACC Board and Treasurer or delegated officer

**Supervision of:**

- Bar staff
- Kitchen staff
- Cleaning staff
- Event and Community Programs staff
- Other relevant internal stakeholders
- Centre volunteers, contracted workers

**External Stakeholders:**

- Pingelly Shire Council
- Relevant external stakeholders, government authorities and departments
- Pingelly Shire Chief Executive Officer
- Pingelly Shire Staff
- Public
- Sporting Organisations
- Schools
- Community Groups
- State Government Agencies

**Work Place Location:**

- Pingelly Recreation and Cultural Centre

## EXTENT OF AUTHORITY

**This position is required to undertake problem solving by:**

Exercising initiative/judgement within documented techniques, precedents and guidelines
Assistance is available when required

**This position may make recommendations on:**

- Employee issues and operational concerns
- Suggested Capital and/or operational items for inclusion into budget submissions
- Operation in the Unit's structure and its effectiveness
- Recruitment and development of Unit staff
- Systems and procedures that impact on the provisions of quality service to internal/external customers

## SELECTION CRITERIA OF QUALIFICATIONS, SKILLS & EXPERIENCE

**Essential**

- Hold relevant tertiary degree and/or minimum two (2) years relevant experience in a similar role.
- The successful applicant will hold a current National Police Certificate and Working with Children Check not older than six (6) months old prior to commencing employment and then renew annually.
- Must hold a current approved managers accreditation with no responsible breach reported.
- Must hold current RSA certificate.
- Hold a current St John's First Aid Certificate.
- Sound experience in event program development.
- Excellent interpersonal, presentation and communication skills.
- Sound staff leadership and management expertise.
- Excellent time management skills.
- Sound working knowledge of Microsoft and generic leisure centre management software.
- Proven financial management, including budget preparation skills.
- Proven experience in the management of recreation facilities.
- Sound proven experience in hospitality/bar management.
- Previous experience in the co-ordination/management of functions and public entertainment.
- Proven experience in Conflict Resolution.

**Desirable**

- Hold, or working towards, a current Responsible Services of Alcohol Card.
- Hold, or working towards, a current Approved Managers Certificate.
- Hold, or working towards, a current Working with Children's Card.
- Knowledge of relevant industrial awards, Equal Opportunity Act, OH&S Act and other staff related legislation**.**
- Knowledge of Shire of Pingelly policies and procedures.

*This Position Description is indicative of the position at this point in time. This Position Description will be reviewed annually as part of the performance review cycle and it is envisaged that the will occur every 12 months.*

### POSITION DESCRIPTION ADMINISTRATION

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| **Prepared By:** | Pingelly Recreation and Cultural Centre (PRACC) Board |
| **Manager:** | Pingelly Recreation and Cultural Centre (PRACC) Board |
| **Supervisor:** | Pingelly Recreation and Cultural Centre (PRACC) Board |
| **Reviewed Date:** | 25 May 2018 |

I have read and understood the above Position Description and associated Letter of Advice and Employment Agreement and I agree to abide by them.

(Employee) _____

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Signature Date