# POSITION DESCRIPTION

## Senior Youth and Recreation Officer

| | |
|---|---|
| **Position Title:** | Senior Youth and Recreation Officer (Level 4) |
| **Business Unit:** | Community Development |
| **Location:** | Wiluna Youth Centre, Scotia Street<br>Other locations as may be required from time to time |
| **Reports To:** | Manager Community Development |
| **Supervises / Manages:** | Youth and Recreation Officer (Level 3) x 1<br>Youth and Recreation Assistant Officer (Level 2) x 2<br>*The staff team may increase over time* |
| **Employment Status:** | Full-Time : 38 hours per week |
| **Award Classification:** | Level 4 in accordance with Shire of Wiluna Salary Matrix |
| **Salary:** | $97,074 per annum including the Wiluna Allowance for those working and residing in Wiluna. |
| **Superannuation:** | 17% superannuation.<br>This includes the 12% Superannuation Guarantee, with an additional 5% matching contribution provided by the Shire where an employee chooses to salary sacrifice. |
| **Vehicle Provision:** | Not applicable |
| **Accommodation** | The Shire is able to provide fully subsidised shared accommodation for individuals in modular units. Fully subsidised dwelling accommodation for families can also be negotiated. |
| **Study Leave** | Up to 2 days for exams and financial assistance of up to $2,500 per year for approved, relevant courses (reimbursement model is used). |
| **Probation Period:** | 3 months |
| **National Police Certificate (Police Check) Required:** | Yes |
| **Working with Children Check Required:** | Yes |
| **Pre-Employment Medical Required:** | Yes |

## Key Responsibilities and Duties

| Key Area | Responsibilities and Duties |
|---|---|
| Programme Development and Participation | Work with community organisations and Government agencies to identify the access and participation needs of local population groups and barriers to participation. |
| | Develop and maintain solid and productive working relationships with youth, sporting bodies and contract partners. |
| | Development and support of youth and community recreation initiatives that focus on increasing participation in health and well-being activities. |
| | Collaborate with external providers to expand youth and recreation programmes that align with the goals of the Shire's Strategic Community Plan. |
| | Foster the development of informal and social youth and sporting opportunities. |
| | Deliver approved youth, support and recreation programmes. |
| | Coordinate the Shire's involvement in events that promote and increase participation in youth programs and physical activity. |
| | Identification and mitigation of risks in the delivery of sport and recreation programmes. |
| | Identify and apply for funding and sponsorship for programmed youth and recreation activities run by the Shire. |
| | Implement grant funded programmes and liaise with Finance to ensure successful acquittal of the funds. |
| | Establish and monitor effective reporting mechanisms for youth programmes, including both internally funded and those with Service Level Agreements. |
| Stakeholder Capacity Building | In consultation with management, develop and deliver a programme of training and professional development opportunities to youth groups and mentors on relevant topics. |
| | Support youth and recreation programmes and their volunteers to develop their skills and capacity in governance, financial sustainability, volunteer retention, inclusive programming, health promotion, and participation growth. |

| | |
|---|---|
| Administration and Engagement | Assist the Manager in the preparation of the Youth and Recreation function budget.<br>Monitor the budget and ensure programmes are delivered with their allocated funding. |
| | Actively participate in advisory and project working groups, networks and forums that relate to youth and recreation. |
| | Stay current, and provide advice on emerging and current youth issues, proposed directions, and initiatives. |
| | Ensure the Manager is informed of potential public relations opportunities and issues. |
| | In consultation with management, develop and implement a youth engagement strategy. |
| | Work with external stakeholders to identify and promote youth and recreation participation opportunities. |
| General | Other duties as directed by management that are relevant to the position and level. |
| | Commitment to ensuring equity and respect is fostered within your team and across the workplace. |
| | Develop and maintain positive working relationships with internal and external stakeholders. |
| | Participate in and support a culture of positive change, quality, and customer service within the Shire. |
| | Act in accordance with the Shire's Policies, relevant legislation, and Council's Staff Code of Conduct. |

## Authority and Accountability

This role requires the incumbent to:

- Manage a limited number of subordinate staff
- Manage the function budget and be responsible for ensuring deliverables are met
- Provide input into the development of youth and recreation strategies, policies, and procedures
- Be responsible for the quality and completion of the key responsibilities subject to general direction
- Provide professional, timely and accurate advice relating to youth and sport and recreation programmes and activities
- Represent the Shire with various external agencies and groups in a manner that advances the delivery of the Strategic Community Plan.

## Extent of Authority

The role has delegations and approvals as assigned by management. It holds the authority required to carry out directed duties to required standards, in a manner ensuring safety of both the public and Shire employees.

All decisions must be in accordance with legislative requirements and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

## Judgement and Problem Solving

This role is required to use expert judgement and make decisions relating to:

- Problem solving and resolving complex issues relating to areas covered by the key responsibilities.
- Provision of considered, specialist information and advice to internal and external parties, drawing on appropriate experience and knowledge.
- Appropriate application of policy and legislation in the design and delivery of programmes.
- Identification of when situations and issues need escalation.

The incumbent will possess:

- Well-developed day-to-day decision-making skills.
- Ability to consider social and cultural issues in decision-making.
- Ability to understand the needs of the operational environment and appropriately refer issues and opportunities.
- Ability to identify and manage potential risk management issues.
- Ability to effectively assist co-workers and subordinates to problem-solve issues.

Guidance and advice is available to assist with decision-making and for referral when required.

## Specialist Knowledge and Skills

This role requires competence in a number of key skill areas related to major elements of the job. The following knowledge and skills are required to be utilised:

- Understanding of community youth and sport and recreation trends
- Practical understanding of the applicable legislative requirements for youth and sport and recreation work
- Ability to identify and deliver youth capacity improvements
- Sound computer skills, including use of the Microsoft Office suite and graphic design tools
- An understanding of youth and sport and active recreation participation trends, opportunities, and constraints
- Understanding of budgetary processes
- Conflict resolution and mediation skills
- Functional understanding of the promotional requirements of community youth and sport and active recreation programming
- Comprehensive understanding of the role and goals of the department.

## Management Skills

This role is responsible for the supervision of other Youth and Recreation Officers. It will be required to:

- Provide subordinates with on-the-job training, guidance and basic knowledge of workplace policies and procedures
- Plan, direct and coordinate the activities of subordinates
- Provide day-to-day management and basic human resource support of subordinates

This role requires:

- Ability to prioritise tasks and work to timelines
- Sound administrative and programme organisation skills
- Ability to manage a number of projects concurrently
- Ability to establish and document processes and procedures
- Ability to supervise contract performance and ensure it meets the Shire's standards

The incumbent must apply the following management skills:

- Methodical organisational and project management skills
- Time management, including an ability to multi-task and balance competing priorities
- Ability to plan and organise work within a constantly changing environment
- Ability to meet timelines.

## Interpersonal Skills

Employees at this level require effective communication skills to enable them to communicate with clients, other staff, members of the public, and in the routine and usual resolution of matters.

The following interpersonal skills are required to be utilised:

- Exceptional relationship building skills to facilitate cooperative relationships
- Ability to identify developing interpersonal issues and deploy appropriate interventions
- Ability to work both independently and as part of a team
- Effective verbal and written communication skills
- Well-developed ability to work effectively with diverse populations, cultures, and external stakeholders
- Facilitation, problem solving, issue resolution and negotiation skills
- Ability to present written and visual materials at the appropriate level for audiences of various ages and capabilities, and in a manner that effectively conveys all pertinent information

## Qualifications and Experience

**Preferred:**

- Relevant tertiary qualification (e.g. Youth Work / Sport and Recreation Management)
- Significant experience in a similar role
- First Aid and Food Handling Certificate
- 'C' Class Licence

**Other Acceptable Qualifications:**

- Relevant trade certificate or equivalent
- Completion of accredited / industry-based training courses equivalent to a Certificate IV
- Significant knowledge and skills gained through on-the-job training in a similar role

**Desirable Experience:**

- Preparing funding submissions to support youth and / or sport and recreation programmes
- Group facilitation and conflict resolution
- Building and fostering relationships with youth of diverse cultural backgrounds
- Working with neurodiverse youth.

## Key Selection Criteria

1. Relevant tertiary qualification (e.g. Youth Work / Sport and Recreation Management) or previous experience in a similar role.
2. A demonstrated understanding of the principles involved in effective delivery of youth, sport and recreation programmes; community engagement; and youth mentoring.
3. Demonstrated ability to design and plan new youth and sport and recreation initiatives.
4. Effective time management, administration and organisational skills.
5. Well-established interpersonal and communication skills including the ability to work well with a culturally and age diverse range of youth and other community members.
6. Current drivers' licence.

## Approval

APPROVED BY: Matt McIntyre, Chief Executive Officer

Date: 10 November 2026

## Position Description Agreement

*The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Wiluna reserves the right to amend responsibilities as required to meet business and operational requirements.*

*I, the undersigned, agree that the above position description including the key responsibilities and duties are accepted as appropriate for the position.*

Employee Name: Employee Signature:

Date: