Position Description

Youth, Sport and Recreation Officer

(Maternity Relief)

Applications Close:
5:00pm on Tuesday, 1st December

Document No: WSC-HR-PD-WSC0021
Version: 2.0
Published: November 2026

Position Title

Youth, Sport and Recreation Officer

Position Number

COM10303

Department

Community Services

Classification/Pay Scale

Level 3 or 4 dependent on experience, *Queensland Local Government Industry (Stream A) Award 2017 and* Winton Shire Council Certified Agreement 2023 as varied.

Terms of Employment

Maternity Relief

Full-Time Fixed Term (15-16 months)

Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

Winton Shire Council's Corporate Values are:

Accountability:
The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness:
The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency:
The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

Sustainability:
Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement:
Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

Good Governance:
This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour:
Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

Reports to:

Community Welfare Manager

Supervision of:

No supervision applicable

Internal Liaisons

Community Services and Administration Departments

External liaisons

Winton Shire Community at large including youth, parents/guardians, committees relating to your, sport, recreation and other Government and Semi Government Organisations as required, Suppliers and Contractors.

Position objectives

This position is responsible for:

- Provide support to young people to enable them to lead a safe, healthy and active life.
- Developing and implementing strategies to enhance the integration of young people into community life.
- To develop and implement strategies to enhance the opportunities for growth in sporting and recreation development in the community.
- To develop and implement strategies to create opportunities for young people to be involved in the development of this community.
- To support young people and their families to address some of the disadvantages experienced by youth in rural communities.
- To encourage youth as potential leaders and successors to community leadership roles.
- To achieve ongoing compliance with Youth Support Client Information System (YSCIS) program guidelines and funding requirements.
- To coordinate with other regional Youth and Community Service providers.
- To identify the needs of a group of organisations and guide them towards, appropriate activities and resources so they can develop their skills and capability, enabling sustainable delivery of sport and recreation activities for the benefit of local community.
- To promote and assist sporting and recreation clubs and organisations with governance and secretarial responsibilities.
- To identify and assist sporting and recreational clubs seek and apply for Government and Philanthropic grants and subsidies.
- Excellent time management skills.
- Excellent organisational skills.
- Excellent written and verbal communication skills.
- Understanding of key issues for young people in a remote setting.
- Understanding of key issues for sporting and recreation clubs in a remote setting.
- Ability to be flexible in respect to work hours.
- Proven ability to work within a team-based environment.

- Ability to work unsupervised and to follow detailed instructions.
- Knowledge of the sport and recreation industry and/or identified sport/recreation activity or ability to gain relevant knowledge; including but not limited to governance secretarial best practice and funding stream opportunities.
- Communication (written and verbal) and negotiation skills with the ability to liaise with a broad section of the community and businesses, including government bodies and state level sport and recreation organisations.
- Research and analytical skills to identify trends and issues of the local community and priorities the development of programs and services.
- Project management skills to develop, implement, monitor, report, and review strategies for the delivery of sport and recreation services in the local community.

Organisational commitment

Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28. Workers and any other person includes Council employees as well as contractors, sub-contractions, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council workplace must apply the WHS Duty of reasonable care.

Reasonable care

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Worker Responsibilities include:

- Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
- Inspecting plant and equipment before using it to ensure that it is safe for use.
- Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
- Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
- Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
- Monitoring and assessing WHS hazards and risks while conducting any work, and reporting any issues to the relevant supervisor as required.
- Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
- Monitoring the safety conduct if co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
- Stopping work and notifying the Supervisor if there is imminent risk of injury

Qualifications/Licences/Tickets Required

Mandatory

- Clear Australian Federal Police Check.
- Positive Working with Children Blue Card.
- Hold and maintain a “C” Class Manual drivers licence with the ability to drive in rural and remote locations.
- Current First Aid and CPR Certificate.
- Due to the current Qld Health Mandate, proof of current Covid vaccination is a requirement of this position.

Desirable

- Cert IV in Youth Work or equivalent.
- Qualification in Sport and Recreation Development.
- Previous experience in a similar role.
- Knowledge of group dynamics.
- Understanding of contemporary youth culture in a remote setting.
- Relevant experience in Sport & Recreation Development / Social Science / Community Services / Project Management.
- Basic understanding of local sport and recreational activities.

Additional requirements and working conditions

The following requirements and working conditions will be necessary in this role:

- Internal training for specific areas relating to the position is required.
- Attendance at relevant Seminars/Workshops in relation to the position is required.
- Abnormal and intermittent working hours are a requirement of this job.
- Travel within the region is required and access to a vehicle for work relation purposes will be provided.

Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

- Complete and meet the obligations of the Youth Support/Youth at Risk Initiative Service agreement.
- Co-ordinate afterschool Activities and Holiday Program.
- Collaborate with other youth services and community organisations.
- Work with other providers to conduct engagement activities for young people.
- Coordinate Central West Youth Network Meetings and Central West Youth Symposium network meetings.
- Coordinate Central West Youth Network functions in accordance with Youth Support Program.
- Undertake reporting as required by State funding obligations.
- Undertake responsibility for the control and day to day operations of the Winton Youth Centre.
- Oversee the general maintenance and cleanliness of the Youth Centre and all premises/open spaces used by the Youth Group.
- Assist in the development of, and provide ongoing support of, young peoples' networks and decision making structure.
- Develop and implement project plans and schedules for the Youth.
- Alter programs priorities as changing circumstances dictate.
- Actively promote young peoples' contribution to the community.
- Support young people in identifying needs in their community and in the resourcing of relevant responses.
- Provide opportunities for development of living skills and leadership.
- Assist in accessing information about volunteer work, training, or employment opportunities.
- Assist in development of skills to further employment potential.
- Build links with other youth services and work with them to develop inclusive educational systems.
- Monitor the expenditure and budget planning and to work within budget constraints to the position.
- Provide a monthly Council report to supervisor outlining program details for the month.
- Coordinate with volunteers to provide a range of activities that engage young people.
- Publicise and promote activities on offer to the Shire's Youth.
- Maintain records and attendance figures on all participating Youth.
- Assist in providing advice and resources to various sports and active recreation clubs on governance, planning and management of their organisation and report on findings and outcomes.
- Assist in the identification of support avenues for organisations to better deliver and encourage access to sport and recreation activities.
- Assist in creating partnerships and opportunities for Council, sport and recreation clubs, community groups and schools to work together to encourage greater participation and volunteering in sport and recreation activities.
- Support organisations with sourcing information on grant opportunities, sponsorship, fundraising, volunteering, and corporate partnerships to support sport and recreation activities.

- Meet obligations under the State Government's Local Sport and Recreation Jobs Plan and Council's Workplace Health & Safety requirements and employee code of conduct.
- Work effectively as a member of the Community Services Department, and ensure the provision of quality customer service, at all times.
- Assist in meeting the tasks and reporting requirements of the Department of Communities relative to funding received from the Department.
- Advise on marketing and promotional activities.
- All functions are performed within the appropriate standards set out under terms and conditions of employment as set out by Winton Shire Council and specifically within your performance agreement.
- Satisfy the requirements of the funding scope as detailed in the Department of Communities service agreement.
- Be aware of any training necessary as a requirement of the position.
- Undertake continuous improvement of all aspects of personal work performance.
- Contribute to the continuous improvement of Council's policies and processes.
- Maintain confidentiality of all Council operations.
- Deliver agreed outcomes, on time and in accordance with best practice principles.
- Attend relevant functions, meetings, workshops, seminars, and training courses as directed.
- Any other duties as directed by senior staff, relevant to the position and within the capabilities of the officer.

Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

Selection Criteria 1
Demonstrated excellent written and verbal communication skills with particular regard to public speaking, submission writing and report preparation.

Selection Criteria 2
Qualifications in youth work, sport and recreation or significant experience working with young people in a remote setting.

Selection Criteria 3
Knowledge of and experience with the sport and recreation industry.

Selection Criteria 4
Basic project management skills including the ability to think logically, creatively, and laterally to achieve project outcomes in terms of cost, quality, and time.

Selection Criteria 5
Sound experience in the various computer packages, including Microsoft Office Suite of programs, project management and reporting.

Selection Criteria 6
Experience interpreting funding agreements, data collection, preparing reporting and managing budgets.

Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I, _____

accept the position of **Youth, Sport and Recreation Officer** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature: _____ **Date** _____

Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in **"How to Apply for the Position" below.**

How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: jobs@winton.qld.gov.au

Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.