



POSITION DESCRIPTION

Position Title:	Community Infrastructure Coordinator
Position Number:	11065
Directorate:	Community Services
Reports to:	Manager Community Facilities
Supervises:	Indoor play officer and Senior Infrastructure Officer
Department:	Community Services
Agreement:	<i>City of Karratha Industrial Agreement 2023</i>
Classification:	Level 7

1. POSITION OVERVIEW

The Community Infrastructure Coordinator is responsible for managing the hiring and leasing of the City's community facilities. These facilities include Hubs, Halls, Ovals and other City assets occupied by organisations for community purposes.

The role is required to oversee all aspects of these facilities to ensure that the community is provided with quality facilities that enhance the liveability of the City of Karratha.

1.1 Position Objectives

- Provide efficient management of Community facilities & services
- Establish and maintain partnerships and related agreements that provide effective delivery of facilities to the community
- Assist the Manager Community Facilities with setting annual budget allocations and ensure services operate within these budgets
- Provide a high level of service to all internal and external stakeholders
- Ensure that all services, collections and facility resources are made available in an efficient, cost effective, safe and friendly manner
- Operate as part of an effective team to ensure required outcomes and strategic directions are met
- Liaise with the Manager Community Facilities to ensure all facilities remain a quality product for the residents and visitors to the City of Karratha

2. DUTIES & RESPONSIBILITIES

2.1 Community Infrastructure

- Oversee efficient hire and booking services for nominated City owned and/or managed facilities
- Develop, Implement and action all Community Leases and Licences at nominated City facilities
- Manage relationships with internal and external stakeholders to ensure City owned/managed facilities and grounds are maintained at appropriate levels
- Develop strategic initiatives aimed at enhancing the recreation and leisure opportunities available to the community

- Plan, administer and coordinate seasonal grounds allocation bookings for all sporting groups/clubs, general public, community groups and organisations throughout the City of Karratha
- Build organisation and resource capability to meet community need
- Provide advice and new initiatives that contribute to sustainable community facilities

2.2 Leasing & Facility Management

- Contribute to, implement, monitor and report on sound business plans for the facilities, including goals, strategies and performance indicators
- Review and adjust where necessary, level of service requirements and resources in line with changing market conditions and budget allocations
- Research, procure and administer funding for facilities and programmes for Community
- Maintain security network of facilities including alarms, access, building management systems and CCTV vision
- Maintain and monitor asset register in consultation with Building Services.
- Looks to achieve efficiency & cost effective resource allocation where necessary Plans & acquire resources to meet long and short term needs of the Community and the City of Karratha

2.3 Management and Supervision

- Assist in the recruitment, development, induction, training and performance reviews of supervised staff
- Develop and implement detailed training plans for supervised staff
- Contribute to, implement, monitor and report on sound business plans for the facilities, including goals, strategies and performance indicators
- Maintain security network of facilities including alarms, access, building management systems and CCTV vision

2.4 Financial Management

- Ensure all financial quoting is accurate and consistent with City of Karratha processes.
- Develop, implement and review annual fees and charges as per City of Karratha requirements
- Coordinate the preparation and distribution of financial and statistical reporting and provide regular reports as required to Manager Community Facilities

2.5 Other Duties

- Research and contribute to future projects or initiatives for Community services
- Ability to manage and coordinate conflicting priorities to meet strict deadlines
- In consultation with the City of Karratha Communications Team, develop and manage marketing opportunities

2.6 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding and obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace

- They comply with all City of Karratha policies and procedures relating to safety.
- Utilise the City of Karratha's procedure for WHS Communication, Consultation and Issue Resolution
- They will not misuse or damage any equipment provided in the interests of safety or health
- Observe all safe working practices as directed
- Use and maintain protective equipment correctly
- Report ALL accidents and incidents (including near-miss) arising in the course of work to direct line Manager ASAP and then complete the Accident Incident Report Form within 3 days
- Report all hazards using the Hazard Notification Form
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha's Roles and Responsibilities

2 SKILLS, KNOWLEDGE & EXPERIENCE

3.1 Authority & Accountability

- Ability to perform at a high standard working in an autonomous environment
- Works in accordance with approved Council's policies, procedures and guidelines

3.2 Judgement & Problem Solving

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents, and instructions.
- Proven decision making and problem solving skills, which accommodates organisational values
- Demonstrated initiative, problem solving and conflict management skills

3.3 Management skills

- Highly developed time management skills including demonstrated experience in effectively managing multiple subject areas concurrently
- Leadership skills and the ability to coach, counsel and develop staff reporting to the position
- Sound financial management skills and budgeting experience related to local government, community engagement, funding applications and all acquittals

3.4 Specialist Knowledge & Skills

- Strong research, analytical and programme management skills, preferably relating to community and/or recreation industries
- Ability to procure funding and other income streams
- Sound knowledge of Leasing procedures and their application in a Community Facilities setting
- Sound business acumen to explore and initiate new commercial opportunities to benefit the City of Karratha
- Demonstrated ability to transform strategic concepts into practical outcomes.
- Demonstrated ability in contract management and document control

3.5 Interpersonal Skills

- Highly developed negotiation, interpersonal and conflict resolution skills
- Previous experience in community facilities coordination

- Ability to communicate with a wide range of stakeholders, groups and community members, to develop and maintain a positive image of City of Karratha and meet customer needs
- Dynamic and flexible personality with “Can Do” attitude

3.6 Qualifications & Experience

- Tertiary qualifications in Recreation Business Management or a similar Community focused area in line management, with a minimum two years' experience in a supervisory role
- Demonstrated experience in managing multiple staff across multiple venues (essential)
- Previous experience within Local Government (desirable)
- Sound knowledge of Financial Management and budget processes.
- Previous experience in promotion and marketing(desirable)
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old).