



Position Description

Senior Project Officer – Social Inclusion (LEVEL 2/3)

Leisure Networks Association Inc

THE POSITION

- Reports to:** HSE Community Project Manager
- Work location:** Based at Sports House at Skilled Stadium, 370 Moorabool St Geelong
Clubs and locations around Barwon South West Region
- Tenure:** Fixed Term from 4th October 2010 to 29th March 2013. Any extension is subject to new or additional funding being secured by Leisure Networks.
- Classification and Remuneration:** The position is full-time, fixed term contract position with terms and conditions to be agreed with the successful applicant.
- The salary is \$65,208 per annum plus 9% superannuation plus 17.5% annual leave loading for an annula total of \$71,954 fixed for the term of the employment.
- Salary packaging is optional to the value of \$16,050. This provides an approximate cash benefit to the employee of \$5,055.
- Terms, Conditions Award:** Whilst the position is contract and salary outside the range of an Award, *the Social, Community, Home Care and Disability Services Industry Award 2010* (the Award) and the *National Employment Standards* (NES) are the minimum terms and conditions for this position unless otherwise specified.
- The position includes a number of terms and conditions that vary to the award that are contained in the attached "Summary of Key Terms and Conditions"
- Applications Close:** **Monday 30th Aug 2010 at 10.00am**
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LEISURE NETWORKS

Leisure Networks is a progressive and responsive community development organisation in the Barwon Region of Victoria. Leisure Networks is proud to represent the needs and aspirations of the sport and recreation, community health and wellbeing sectors.

Leisure Networks develops and uses its wide ranging networks, alliances and capacity to bring together diverse organizations to "make things happen".

Leisure Networks supports:

- community sporting clubs, associations and local physical activity providers to enhance the delivery of active recreation opportunities and participation
- community development that results in more robust and healthy communities
- people with disabilities and all abilities to achieve their goals, aspirations and healthy lifestyles.

This is achieved through:

- implementing initiatives that are flexible and encourage social participation;
- targeting specific groups in the community and
- creating welcoming environments for those who do not traditionally participate in sport or physical activity.

Leisure Networks works closely with state and local government authorities and other non-government organisations to deliver a range of physical activity and health promotion initiatives.

HEALTHY SPORTING ENVIRONMENT DEMONSTRATION PROJECT

The aim of the VicHealth Healthy Sporting Environments Demonstration Project (HSEDP) is to determine the feasibility of achieving widespread and co-ordinated change in sporting clubs becoming healthy environments, to inform the directions of future VicHealth sports funding.

The project objectives are:

1) To work with 100 sporting clubs across a number of local government areas to achieve minimum standards in the areas of:

- responsible use of alcohol
- healthy eating
- reduced tobacco use
- protection from harmful effects of UV
- creating a safe and inclusive environment for 1) women, and 2) people from culturally and linguistically diverse (CALD) backgrounds

2) To determine what factors are required to instigate and sustain healthy behaviour change within sporting environments and replicate them in a wide number of other sporting environments, including consideration of policy interventions, governance structures, organisational culture, personnel, financial stability, availability of external resources, support and incentives, and the degree of monitoring.

3) To determine what barriers impact on a sporting body's capacity to instigate and sustain behaviour change within a sporting environment and what cost effective strategies need to be put in place to address these barriers to facilitate successful replication across a wide number of sporting clubs.

4) To make recommendations to inform future investments on the key deliverables required to create healthy sporting environments.

POSITION OF SENIOR PROJECT OFFICER – SOCIAL INCLUSION

The Senior Project Officer – Social Inclusion will develop and implement strategies that build the capacity of 100 sports clubs to meet minimum standards in relation to the creation of a safe and inclusive environment for women, and people from CALD backgrounds.

Responsibilities

- Build and foster partnerships that support the creation of safe and inclusive club environments. Eg: Barwon Women's Health, Diversitat, Work with VicHealth, the Victorian Human Rights and Equal Opportunity Commission and the Australian Sports Commission to develop tools and resources which assist sporting organisations to create environments which are inclusive of women and people from CALD backgrounds.
- Support and resource community sporting clubs directly, and indirectly through the HSEDP project officers, to create safe and supportive club environments.
- Coordinate training and resources for clubs, to assist their achievement of minimum standards in relation to the creation of safe and supportive environments.
- Take an active monitoring role, and participate in the HSEDP evaluation.
- Assist in the ongoing promotion of the HSEDP project through relevant networks and forums.
- Manage timelines and budget.
- Support project staff.
- Participate in broader project planning with the Healthy Sporting Environments Team, state and regional sporting associations, local clubs and other relevant stakeholders as required.
- Assist State Sporting Associations where possible to build these standards into broader club development programs.

Organisational relationships

Reports to: Healthy Sporting Environments Project Manager, Leisure Networks

Internal relationships: Healthy Sporting Environments Project Team and other staff, clients and Board Members (as required).

External relationships:

- Local clubs and club volunteers
- State Sporting Associations
- Key government and non-government agencies with responsibilities related to the delivery of the project
- Local Government Authorities in the Barwon region
- VicHealth

Key selection criteria: qualifications, knowledge, skills and experience

- Appropriate tertiary qualifications in areas such as Social Sciences, Community Development or equivalent
- Knowledge of national and state legislation that addresses race-based discrimination and gender equity
- Substantial experience in community development
- Substantial experience in addressing race-based discrimination and/or gender equity
- Ability to plan, deliver and evaluate training and professional development programs
- High level proficiency in presenting to internal and external audiences
- Ability to build and foster collaborative and purposeful partnerships
- Highly developed written and verbal communication skills
- Current driver's license

- Current “National Police Name Check” and “Working with Children Check”.

POSITION CAPABILITY FRAMEWORK

The position has been assessed at Level 2/3 of the “Community Sector Capability Framework 2010”

The position is a senior role with high levels of autonomy, accountability, authority, judgement and decision making.

The successful incumbent will be chosen, and performance evaluated, on their capabilities to operate as described in the following nine streams:

1. COMMUNITY AND INTER-AGENCY RELATIONS

- **Networks and stakeholders** - Researches community’s needs and concerns and provides community development/ education
- **Community** - Represents the organisation and promotes awareness of key issues in community networks
- **Partnerships and collaboration** - Works collaboratively with other organisations in formal and informal partnerships to achieve client/member outcomes
- **Knowledge of community** - Demonstrates high-level understanding of the sector and the work of other relevant organisations
- **Social justice** - Demonstrates commitment to social justice and social inclusion

2. PROFESSIONALISM

- **Time management** - Manages time and uses tools effectively to assist with planning and organising
- **Ethics** - Observes professional boundaries and standards and assists others with ethical dilemmas
- **Taking responsibility** - Takes responsibility for work outcomes and assists others to understand role and responsibilities
- **Problem solving** - Assists with resolution of clients’/members’ and colleagues’ problems
- **Initiative and enterprise** - Demonstrates initiative and enterprise and supports others to work more effectively

3. COMMUNICATION

- **Advocacy** - Articulates clear and persuasive messages about key issues when advocating or negotiating for clients/members and on behalf of the organisation
- **Written communication** - Writes accurate, clear and informative reports and communications that meet the needs of their intended audience
- **Verbal communication** - Provides informed, meaningful and relevant messages when communicating with staff and clients/members
- **Public speaking** - Makes convincing presentations, using a range of media, to communicate key issues
- **Interpersonal skills** - Demonstrates appropriate interpersonal skills, active listening, empathy, social awareness and emotional intelligence in verbal communications

4. LEADERSHIP AND TEAMWORK

- **United vision** - Generates ideas for innovation and enhanced working practices to achieve organisational mission
- **Strategic focus** - Contributes to team plans and relates teamwork to strategic objectives
- **Team dynamics** - Offers constructive feedback and provides balanced and informed perspectives at team meetings
- **Conflict management** - Recognises differences of opinion and works toward the resolution of team conflict
- **Diversity/different styles** - Builds team spirit and supports team members' development

5. RESOURCES, ASSETS AND SUSTAINABILITY

- **Financial management** - Assists with budget reviews and works to established budgets

6. SERVICE DELIVERY

- **Reflective practice** - Disseminates, promotes and develops reflective and evidenced based practice models
- **Knowledge of client/member issues** - Demonstrates detailed knowledge of client/member issues and builds research links
- **Client/member outcomes** - Provides clients/members with high quality service and appropriate referrals
- **Diversity** - Demonstrates cultural sensitivity and adjusts personal style in response to client/member differences
- **Client confidentiality and dignity** - Respects client/member confidentiality

7. PROGRAM MANAGEMENT AND POLICY DEVELOPMENT

- **Policy development and implementation** - Participates in the review and development of policy and utilises policies and procedures to guide work practices
- **Program development** - Contributes to program objectives, develops and implements simple project plans
- **Achieving results** - Ensures clarity of understanding of required work, fulfils program and project responsibilities, and achieves performance targets
- **Contract management** - Maintains awareness of contracts relating to own position and ensures that work fulfils contractual obligations
- **Complaints handling and continuous improvement** - Utilises feedback from complaints to improve programs and reviews own performance

8. CHANGE AND RESPONSIVENESS

- **Change management** – Supports change management and assists others to adapt and adjust to change
- **Multi-skilling** - Works collaboratively with people from different disciplines and shares skills and knowledge

- **Creativity and innovation** - Generates and shares ideas and encourages others to reflect on activities and develop ideas for innovation and improvement
- **Technology** - Supports the use of new technology and develops skills to master new technologies
- **Learning and development** - Maintains awareness of own skills and skill needs, actively works to address skills gaps and assists others to identify training needs

9. GOVERNANCE AND COMPLIANCE

- **Strategy** - Contributes to team work plans and ensures that own work outcomes are achieved
- **Quality** - Contributes to enhancement of quality practices and ensures that own work meets quality requirements
- **Risk management** - Contributes to identification and control of risks and hazards and takes advantages of emerging opportunities
- **OHS** - Contributes to identification of OHS risks and hazards, and ensures safety in own work context
- **Legislation and compliance** - Is aware of relevant legislation and licensing requirements and ensures compliance in work practices.

FURTHER INFORMATION

If further information is required, please contact Rob McHenry, CEO, Leisure Networks on 5224 9922 or rob@leisurenetworks.org

APPLICATION INSTRUCTIONS

Applications MUST address the key selection criteria, be marked “confidential” and sent to:

The Chief Executive Officer

Leisure Networks Association Inc

370 Moorabool Street

Geelong VIC 3220

Or emailed to: lnetwork@leisurenetworks.org