



Candidate Information Pack

A thriving and unique place. An inclusive and healthy
community. A people-centred and future ready city.

Manager Active Communities



City of
STONNINGTON

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Why Stonnington?

We support our people to achieve by creating an environment that is inclusive, engaging and rewarding. We're committed to leadership development and the celebration of success. With purpose, we deliver services, infrastructure and support to our community.

Why work at Stonnington?

We aspire to be a leading local government authority – from the quality of our services and financial management, to creating an inclusive and engaged workplace culture. To do this we need the very best people. People who share our belief in community and who want to make a difference.

About the City of Stonnington

The City of Stonnington is located in Melbourne's inner south-east, alongside the Yarra River on the Traditional Lands of the Wurundjeri Woi Wurrung and Bunurong peoples of the East Kulin Nations.

Incorporating the suburbs of Armadale, Kooyong, Malvern, Malvern East, Prahran, Toorak and parts of Glen Iris, South Yarra and Windsor – these areas are well known for their shopping, dining and lifestyle precincts, parks and gardens, leafy streets and historical architecture.

With the municipal population predicted to grow to 137,725 by 2036, our vision for Stonnington is to be a safe, inclusive and creative city; one where we our people, history and culture is celebrated and embraced by a healthy and sustainable way of life.

Our 2021–2025 Council Plan sets out strategic directions to guide our organisation over the next four years positioning Stonnington to be:

- » a thriving and unique place
- » an inclusive and healthy community
- » a people-centred and future ready city

Our Council Plan, along with other strategies and plans can be accessed at stonnington.vic.gov.au/about/corporate-documents

Success Profile



Our strategic context

Purpose	Our organisation is accountable, sustainable and delivering effective services to our community.
Vision:	Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.
Values:	Cooperation, Change and New Ideas, Learning, Achievement, Communication and Accountability.
Council Plan:	A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.



How your role contributes

As Manager Active Communities, you will drive community well-being and engagement through strategic leadership across a diverse portfolio of services including Sport and Active Recreation, Leisure Services, Middle Years and Youth Services, and Community Support programs for older adults.

In this pivotal role, you will foster an active and inclusive community by being the driving force behind initiatives that enhance community participation and encourage active living.

You will be responsible for ensuring our services are accessible, responsive, and aligned with our strategic goals.

Your leadership will be crucial in fostering innovative planning, developing impactful programs, nurturing strong stakeholder relationships and optimising resource management.



Responsibilities and key outcomes

Leadership and team development	<ul style="list-style-type: none"> » Provide strategic leadership to the Active Communities team, building capacity and fostering a collaborative and positive work culture. » Support staff development and performance through coaching, mentoring, and clear goal setting. » Ensure staff have the training and tools needed to deliver high-quality, community-focused services.
Program and service delivery	<ul style="list-style-type: none"> » Oversee the design, implementation and evaluation of a broad range of programs focused on physical activity and community participation, including the Active Stonnington program, Engaged program, Community Transport program, and various Middle Years and Youth Services programs. » Oversee the successful operations and continuous improvement of services at Council's two aquatic centres, Stonnington Sports Centre, Youth Services office and the Prahran Child and Youth Community Wellbeing Hub. » Ensure all services and programs are accessible and inclusive, contemporary and responsive to community needs and aligned with Council's strategic priorities for health, wellbeing and social inclusion.
Stakeholder engagement and partnerships	<ul style="list-style-type: none"> » Build and maintain strong relationships with key external stakeholders to enhance service reach and impact. » Oversee community consultation processes to inform the development of services and programs that reflect evolving community needs. » Oversee lease and license negotiations and management relating to a range of Council-owned sport and recreation facilities.



Responsibilities and key outcomes cont.

Finance and resource management	<ul style="list-style-type: none"> » Provide strategic leadership to the Active Communities team, building capacity and fostering a collaborative and positive work culture. » Support staff development and performance through coaching, mentoring, and clear goal setting. » Ensure staff have the training and tools needed to deliver high-quality, community-focused services.
Safety and risk management	<ul style="list-style-type: none"> » Implement and maintain robust safety and risk management frameworks across all services, ensuring compliance with legal and organisational health and safety standards. » Conduct regular risk assessments and safety audits to proactively manage potential hazards, ensuring the safety of staff, community members and service users. » Promote a culture of safety and risk awareness within the team, ensuring that safety protocols are consistently followed in all operations.
Strategic planning and reporting	<ul style="list-style-type: none"> » Contribute to the development and implementation of strategic plans that align with Council priorities and community needs. » Monitor, evaluate, and report on service performance and program outcomes, using data and community insights to inform continuous improvement.



Required skills and competencies

Accountability and extent of authority

- » Accountable for the overall leadership and performance of the Active Communities portfolio.
- » Authority to make decisions related to service delivery and improvements, resource allocation, budget management and community engagement within the scope of Council-approved policies and frameworks.
- » Responsible for ensuring compliance with legal, regulatory and organisational standards across all portfolio areas.

Judgement and decision making

- » Demonstrated ability to make sound decisions in complex and dynamic environments, balancing community needs, resources and strategic priorities.
- » Strong critical thinking skills and ability to assess conflicting inputs to make appropriate and considered recommendations to achieve best outcomes.
- » Ability to assess risks, forecast challenges and implement proactive solutions to emerging issues.



Required skills and competencies cont.

Specialist knowledge and skills	<ul style="list-style-type: none"> » In-depth knowledge of sport and recreation management, youth services, community development or similar fields, with a strong understanding of the specific needs of vulnerable populations. » Expertise in program design, delivery, and evaluation, aligned with best practices and contemporary trends in the sector. » Knowledge of legislation, regulations, policy and best practices relevant to the sport and recreation and community services sectors. » Demonstrated experience managing substantial budgets and delivering capital works programs.
Interpersonal skills	<ul style="list-style-type: none"> » Excellent communication and interpersonal skills, with the ability to engage and collaborate effectively with diverse stakeholders, including community members, staff and external partners. » Proven leadership abilities, with a focus on team development, motivation and collaboration. » Ability to persuade, convince and/or negotiate to achieve specific and set objectives. » Highly developed written and oral communication skills, including the ability to deliver concise and compelling reports and presentations. » Proficient in complex stakeholder management and conflict resolution.
Qualifications and experience	<ul style="list-style-type: none"> » Relevant tertiary and/or post-graduate qualifications in sport and recreation, business management, community development, social work or a related field. » Significant experience in leading multi-disciplinary teams and delivering community-focused services within local government or similar setting. » Strong knowledge of local government in Victoria.



Key working relationships

Direct reports	Sport and Active Recreation Coordinator, Leisure Services Coordinator, Middle Years and Youth Services Coordinator, Community Support Coordinator
Internal	Executive Team, Managers, Coordinators, Business Partners
External	Community groups, sporting clubs, schools, community service organisations, local businesses, government, industry peak organisations and associations, contractors and suppliers.

What we are all responsible for

Workplace health, safety and wellbeing	We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.
Diversity, equity and inclusion	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic..
Code of conduct	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
Service Promises	We Empathise – We are Responsive – We are Transparent – We are Consistent – We Follow Through
Safeguarding children and young people	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.
Sustainability	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

To apply:

Visit: stonnington.vic.gov.au/about/careers

Your application should include:

1. A cover letter addressing motivation for applying, success profile attributes and capabilities
2. A complete and current CV

The closing date for applications is midnight **Friday 25 October 2024**.

Receipt of your application will be acknowledged via email.

If you have support or access requirements, or would like to speak to someone about an alternative application processes, please contact Theo Va'a – Talent Acquisition Advisor at peopleandculture@stonnington.vic.gov.au or call 8290 1333.

We are a child safe and equal opportunity employer committed to an equitable, diverse and socially inclusive work environment and a positive, barrier-free recruitment process. We actively encourage applicants from an Aboriginal and Torres Strait Islander heritage, people living with disability, LGBTIQ+ and people from culturally diverse backgrounds to explore the opportunity of a career at the City of Stonnington.

