

POSITION TITLE:	Sport and Recreation Business Support Officer	CLASSIFICATION:	4
REPORTS TO:	Senior Sport and Active Spaces Planner	CONTRACT:	Permanent Full Time
DEPARTMENT:	Active Communities		

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 & 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

This role plays a vital part in supporting the Sport and Recreation team by enhancing opportunities for community participation in sport and recreation. By engaging with sporting groups, clubs, and organisations, this position helps maximise access to facilities and programs. Additionally, it assists senior officers with research and evaluation of key policies, strategies, and plans, contributing to informed decision-making.

A key aspect of this role is supporting the implementation, monitoring, and review of sport and recreation initiatives, including the allocation, leasing, and licensing of sporting grounds and facilities. The position also provides essential administrative and business support across various functions, including marketing, finance, and operational community sport programs.

RESPONSIBILITIES	KEY OUTCOMES
Provide administrative, financial, and marketing support across the Sport and Recreation team, assisting in program delivery and departmental operations.	<ul style="list-style-type: none"> Efficient and effective implementation of sport and recreation initiatives, ensuring smooth operations and community engagement. Development of visual and written reports to senior leaders across department areas includes budgets, strategy implementation and participation. Management of grants, including identification, applications and reporting Calander management, including meeting minutes and agenda Administration and reporting of accounts, including debtor listings Be a project support officer supporting the delivery and administration of major projects Support the changeover of seasons, including facility inspections and reporting
Engage with sporting groups, clubs, and organizations to enhance community participation in sport and recreation.	<ul style="list-style-type: none"> Increased access to and participation in sporting and recreational opportunities, fostering a more active and connected community. Maintaining a comprehensive sports asset inventory and participation databases and provide annual reports
Assist with the allocation, leasing, and licensing of sporting grounds and facilities, ensuring efficient use and equitable access.	<ul style="list-style-type: none"> Well-managed and accessible sporting facilities that meet community needs while complying with policies and regulations. Assist the planning and administration of sport facilities including asset audits, maintenance planning and project timing. Regularly report on leasing and licencing outcomes, including seeking up to date reporting from lease tenants Efficient administration of sporting facility financial requirements, including purchasing, billing & communication.
Support the research, development, monitoring, and evaluation of policies, plans, and strategies related to sport and recreation.	<ul style="list-style-type: none"> Evidence-based decision-making that strengthens the long-term impact and sustainability of sport and recreation initiatives. Recording and reporting outcomes, and supporting implementation programs, policies and strategies through data management Willingness to contribute to councils' efforts towards increasing sport & active recreation participation via knowledge sharing, and research on industry knowledge & practices

Provide administrative support for the development, processing, and management of leases and licenses for sporting grounds and facilities.

- This includes preparing documentation, tracking agreements, coordinating renewals, and ensuring compliance with relevant policies. Additionally, assist the team by liaising with clubs, organisations, and stakeholders to facilitate clear communication and strong working relationships.
- Efficient and well-documented lease and license processes that support the equitable and compliant use of sporting facilities. Strengthened relationships with clubs and community groups, ensuring smooth negotiations and long-term engagement.

KEY WORKING RELATIONSHIPS



Direct reports: Nil

Internal: Active Communities, Community and Wellbeing, Finance, Project Services, Parks Department.

External: Wider community, sporting clubs, Active Recreation Users, State Government, State Sporting Associations, National Sport Association, Parks and Leisure Australia

REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> • Ability to take ownership of tasks and responsibilities within the Sport and Recreation team, when working on a range of projects. • Ensure compliance with policies, procedures, and regulations related to sport and recreation initiatives, leasing, and licensing. • Work independently within set guidelines while seeking guidance on complex matters.
Judgement and decision making	<ul style="list-style-type: none"> • Ability to assess and prioritise tasks effectively to meet deadlines and organisational objectives. • Use sound judgment to support senior officers in policy evaluation, research, and community engagement. • Identify potential challenges and propose practical solutions in sport and recreation operations.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Understanding of sport and recreation administration, including leasing, licensing, and facility management. • Competence in administrative tasks such as document preparation, record-keeping, financial support, and marketing assistance. • Strong research and analytical skills to support policy and strategy development. • Proficiency in Microsoft Office Suite and other relevant software for reporting and communication. • Financial administration skills including use of One Council
Interpersonal skills	<ul style="list-style-type: none"> • Strong communication skills to engage effectively with sporting groups, clubs, and community stakeholders. • Ability to build and maintain positive working relationships with internal and external stakeholders. • Adaptability and teamwork to support various functions across the department.
Qualifications and experience	<p>Desirable: Bachelor's degree in Sport Management, Recreation, Business Administration, or a related field.</p> <p>Alternatively: Relevant work experience in sport and recreation administration, facility management, or community engagement.</p> <p>Experience in administrative support, leasing and licensing processes, marketing, or financial tracking is highly regarded.</p>

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.

Review date:	June 2026
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