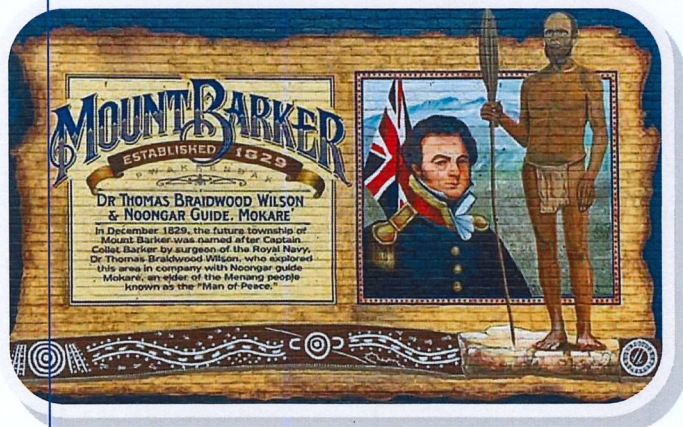


SHIRE OF PLANTAGENET

APPLICATION PACKAGE

Recreation Officer (Part Time)



Shire of Plantagenet
22-24 Lowood Road Mount Barker WA 6324
PO Box 48 Mount Barker WA 6324
Telephone: (08) 9892 1111
Email: info@sop.wa.gov.au
Website: www.plantagenet.wa.gov.au



Situated in the Great Southern and only 50km from Albany and Denmark, the Shire of Plantagenet is a prosperous rural district which offers an enviable lifestyle among wineries and national parks. The position is situated in Mount Barker, Plantagenet's administrative hub, surrounded by picturesque landscapes and growth industries.

**RECREATION OFFICER
(PART TIME)**

The Shire of Plantagenet is offering an excellent opportunity for someone with a keen interest in the fitness and recreation industry. We are seeking to appoint a qualified and highly motivated person to join our Recreation Centre team.

This is a permanent, part time position which reports to the Recreation Centre Coordinator. A minimum qualification of Certificate III in Fitness is required for this position. The appointed person will be required to work a minimum of 38 hours per fortnight and will be rostered to work a combination of morning and afternoon/evening shifts. Confidence in delivering group fitness classes is essential.

Salary: \$27.42 - \$29.98 per hour dependent on qualifications and experience, up to 14.5% superannuation, four weeks pro rata annual leave (including 17.5% leave loading) plus other benefits.

For more information including selection criteria, position description, and lodgement methods please download the Application Pack available from the Shire of Plantagenet website, www.plantagenet.wa.gov.au or phone (08) 9892 1123.

Applications close at 4.15pm on Wednesday 3 March 2021.

Paul Sheedy

ACTING CHIEF EXECUTIVE OFFICER

Completing and Submitting Your Application

Thank you for your interest in this position. This information package has been designed to assist you with your application. Please take the time to read the information contained carefully before completing your application.

BEFORE YOU APPLY

Before applying you should feel confident that the job is one you have the necessary skills and abilities to perform successfully. Read through the selection criteria and key responsibilities detailed in the position description and ask yourself whether you meet the requirements.

COMPLETING YOUR APPLICATION

To be considered for the position you must submit the following:

1. A covering letter stating why you are applying for the position, your suitability for the position and giving details of how you can be contacted. Please ensure that the position title is clearly contained in your covering letter.
2. A resume or curriculum vitae which provides:
 - relevant personal details
 - summary of work experience, including dates and details of tasks performed in each position.
 - education and training relevant to the position.
 - any activities you have undertaken outside of work which are relevant to your application.
3. A statement addressing the specific Selection Criteria as outlined in the Position Description.

Your application is the first step towards securing an interview and therefore should be of the highest standard possible. All documentation should be stapled together in the top left hand side of the application. All applications received will become the property of the Shire of Plantagenet and cannot be returned to unsuccessful applicants. Please do not submit applications in plastic folders or include original documents or attach copies of qualifications, previous position descriptions, copies of references etc. This information is to be supplied if requested.

SUBMITTING YOUR APPLICATION

Your application must be marked as follows:

Private & Confidential

Attention: Human Resources Coordinator

Position: Recreation Officer – Part Time

Your application may be submitted as follows:

Email:	Post:	Hand Delivery:
info@sop.wa.gov.au	Shire of Plantagenet Post Office Box 48 MOUNT BARKER WA 6324	Front Reception Desk Shire of Plantagenet 22-24 Lowood Road MOUNT BARKER WA 6324

CLOSING DATE

Applications must reach our office by 4.15pm on the closing date.

The acceptance of late applications will be at the discretion of the Human Resources Coordinator.

Applications for this position close at 4.15pm on Wednesday 3 March 2021.

FURTHER INFORMATION

Further information regarding this position or the recruitment process is available by contacting the Human Resources Coordinator on (08) 9892 1123.

ACKNOWLEDGEMENT

Applications will be acknowledged by email or post within approximately 3 working days of the advertised closing date.

SELECTION PROCESS

All applications received by the nominated closing date and time will be rigorously assessed by the appointed selection panel. Consideration for interview is based upon a demonstration of your ability to meet each of the criteria, and your employment history relevant to the position being sought.

If your application is shortlisted, you will be contacted by telephone to make arrangements for an interview. Should you not be shortlisted, you will be notified in writing confirming your application has been unsuccessful, following the appointment of the successful candidate.

INTERVIEW

The interview panel usually consists of two to three officers.

All interview questions will be job related, that is, they will be related to the selection criteria, knowledge, skills, experience and qualifications required for the position. The same questions will be asked of each candidate interviewed.

To prepare yourself for the interview, you should:

- Re-read your application and the position description.
- Focus on the selection criteria and think of examples of work situations where you applied the relevant skills and abilities, how you assessed the situation/s, what actions you took, what outcomes you achieved and how you may do it differently if face with the same scenario.
- Think about the duties of the position and how you would perform them. Consider any problems you may encounter and how you would resolve those problems.
- If the position has a supervisory responsibility, consider the special requirements of being a supervisor.
- If you have relevant pieces of work that display your skills and abilities, bring them along for presentation at the interview.

AFTER THE INTERVIEW

Preferred applicants may be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the inherent requirements of the position.

Should you be successful the Human Resources Coordinator will contact you to verbally offer you the position and agree on a commencement date. You will then be forwarded, in writing, the formal letter of engagement.

All unsuccessful applicants will be notified in writing.

CANVASSING OF ELECTED MEMBERS WILL DISQUALIFY APPLICANTS

Advantages of Working at the Shire of Plantagenet

WORK / LIFE BALANCE

- ❖ Part time position – 38 hours per fortnight
- ❖ 4 weeks annual leave (pro rata) plus 17.5% leave loading
- ❖ 10 days personal leave (pro rata)

HEALTHY LIFESTYLE

- ❖ Flu Vaccinations
- ❖ Health Assessments
- ❖ Skin Cancer Screenings
- ❖ 50% reimbursement on an annual recreation centre or pool membership (pro rata)
- ❖ Albany beaches only 30 minutes away
- ❖ Close to Stirling and Porongurup Ranges

ATTRACTIVE SUPERANNUATION

- ❖ An extra 5% on top of statutory 9.5 % contribution for contributing members

EMPLOYEE ASSISTANCE PROGRAM

- ❖ All employees and their immediate family have access to free, confidential professional counselling via the Shire's Employee Assistance Program

STUDY LEAVE

- ❖ Study leave and financial assistance is available to employees undertaking work related study

OTHER BENEFITS INCLUDE

- ❖ Training opportunities
- ❖ Uniform provided
- ❖ 13 weeks long service leave after 10 years' service in Local Government. On termination, pro rata long service leave is available after 7 years' service (long service entitlements are transferable within Local Government).

Our Mission and Values

Our Vision

Plantagenet, building a sustainable and respectful community, where the environment is preserved and natural beauty and diversity provide opportunities for all.

Our Mission

To enhance the quality of life for the people of Plantagenet and the region, through the provision of leadership, services and infrastructure.

Our Values

- Integrity through honesty, ethical behaviour and trustworthiness.
- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence.
- Supportiveness by being patient, caring and friendly.
- Responsibility by taking ownership.
- Customer focus by understanding needs, being proactive and responsive.

About our Shire

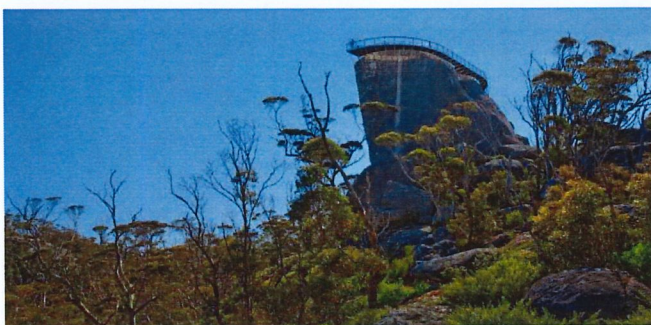
The Shire of Plantagenet is located in the southern part of the Great Southern Region of Western Australia. Mount Barker, the Shire's commercial centre lies in the middle of the Shire. In addition to Mount Barker, the Shire includes the settlements of Kendenup, Narrikup, Rocky Gully and Porongurup.

The main economic activities of the region revolve around agriculture, processing and tourism. For agriculture, the focus is mainly on grain crops, sheep (wool and meat), beef cattle, wine, pork, poultry and olives. Silviculture, especially plantations of Tasmanian Blue Gums (*Eucalyptus globulus*), is also a major industry in the Shire.

Local attractions include the Porongurup Range (including the Granite Skywalk), Stirling Range, several wineries/cellar sales, a museum based within the original police station, St Werburgh's Chapel, Frost Park thoroughbred racing facility, Tower Hill Lookout communications tower, Roundhouse and Mitchell House Arts Centre.

Settlement of the area dates from the 1830s, with land used mainly for sheep grazing. Population was minimal until the early 1900s when land was subdivided. Gradual growth continued from the post-war years, particularly from the 1980s.

The main economic drivers are agriculture and forestry. Sheep, beef and grain farming comprise a majority of agricultural turnover, with other industries including wineries, piggeries, poultry farms, orchards, horticulture, equine studs, silviculture and aquaculture. Key sheep and poultry abattoirs are also present. All of these represent a high level of sophistication and maturity in local business.



Serving a population of approximately 5,500 people and covering 4,875 square kilometres, Plantagenet's administrative hub is located in Mount Barker, located 360km south of Perth and 50km from both Albany and Denmark.

The demographics of the population include a significant number of retired citizens who move here for a tree change, and families with children. There is a strong interest in the community and local affairs and community groups and associations are very active in representing the views of the residents.



POSITION TITLE	Recreation Officer – Part Time
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DEPARTMENT	Works and Services
LOCATION	Recreation Centre
CLASSIFICATION	Level 2 – Shire of Plantagenet Inside Workforce Enterprise Agreement 2018
DATE	12 September 2019

POSITION OBJECTIVE

To assist the Recreation Centre Coordinator and other Recreation Officers to ensure the successful operation of The Rec. Centre (the Centre).

POSITION RELATIONSHIPS

Manager	Executive Manager Works and Services
Supervisor	Recreation Centre Coordinator
Position(s) Under Direct Supervision	Nil
Position(s) Under Indirect Supervision	Nil

KEY RESPONSIBILITIES

1.	Assist the Recreation Centre Coordinator in initiating and conducting recreation programs, and implementing procedures and policies.
2.	Assist the Recreation Centre Coordinator in the day to day operation of the Centre and work to ensure it is used to the maximum potential.
3.	Deliver group fitness classes and freestyle classes.
4.	Deliver group training in a gym environment.
5.	Work with different age groups and people from different cultural backgrounds on fitness programs.
6.	Perform day to day operational duties such as reconciliation of moneys and issuing of gym memberships.
7.	Perform basic administration duties.

8.	Assist with the marketing and promotional activities of the Centre.
9.	Liaise with user groups and assist in their usage of the Centre and its facilities.
10.	Assist with the coordination of social sports and other recreation programs when required.
11.	Ensure the Centre facilities are kept in a clean & hygienic condition, including both internal and external areas.
12.	Keep the Recreation Centre Coordinator fully informed of relevant developments and/or issues within the Centre.
13.	Assist the crèche attendant if and when required.
14.	Comply with the Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
15.	Engage in emergency service activities when required as directed by the Executive Manager Works and Services.
16.	Perform any other duties within the employee's skill group, qualifications and Council policy as directed by the Recreation Centre Coordinator or Executive Manager Works and Services.
17.	Strive for the achievement of the Shire's vision in line with the mission and values of the Shire of Plantagenet's Community Strategic Plan.

SELECTION CRITERIA

Essential Requirements

- Developed written and verbal skills to enable liaison with work groups and communication with members of the public.
- Well-developed customer service skills.
- Able to work efficiently and effectively in a team environment.
- Certificate III in Fitness.
- Confidence in delivering group fitness classes.
- Keen interest in the fitness and recreation industry.
- Conflict resolution skills.

Desirable Attributes

- Certificate IV in Fitness.
- Senior First Aid.
- Previous experience in the delivery of group fitness classes.
- Previous experience in a similar role in a fitness or recreation facility.
- Previous cash handling experience.
- Working with Children clearance.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

Works under the general supervision of the Recreation Centre Coordinator.

Degree of control of activity is governed by:

Work practices

Standards

Procedures

Policies

Regulations and Acts

Problems at this level are generally of a routine nature and of a low complexity with assistance readily available.

WORKPLACE HEALTH AND SAFETY

- All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Plantagenet's Risk Management and Occupational Safety and Health policies and procedures and using all equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the Shire's OHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

SHIRE OF PLANTAGENET STATEMENT OF VALUES

- Integrity through honesty, ethical behaviour and trustworthiness
- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence
- Accountability through openness and transparency
- Supportiveness by being patient, caring and friendly
- Responsibility by taking ownership and not blaming others
- Customer Focus by understanding needs, being proactive and responsive

POSITION DESCRIPTION APPROVED

CHIEF EXECUTIVE OFFICER

Signature	Name	Date
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HUMAN RESOURCES OFFICER (Classification Assessed and Approved)

Signature	Name	Date
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