



SHIRE OF
HARVEY

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Sports Assistant

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Community and Lifestyle	Level: 1 to 3
Reports to:	Sports Coordinator	
Supervision of:	Nil	
Significant Working Relationships:	LLC staff Community, business and agency stakeholders Directorate team members Key internal stakeholders	

2. Position summary

To assist with operations of sports, court/function set up and customer service.

3. Community strategic objectives



Diversified
Economy



Connected
Communities



Protected Natural
Environment



Sustainable Built
Environment



Effective Civic
Leadership

4. Our values

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5. Key duties and responsibilities

Key functions	Specific duties
	<ul style="list-style-type: none">• Effectively monitor all sports and function activities ensuring all duties are undertaken in accordance with centre policies and procedures.• Assist in supervision of activities in the Centre.• Facilitate a safe, clean, pleasant and a fun environment.• Ensure equipment and facilities are set up in a timely manner, following safe manual handling procedures.• Conduct facility inspections to investigate potential cleaning, maintenance, safety and other issues that may require attention• Complete and sign Daily Checklists.• Ensure Centre equipment is used, cleaned and stored appropriately.• Assist to maintain the security of the centre.• Assist staff and customers in areas of high demand, cover breaks when required.• Comply with the Liquor Licensing Act and Responsible Service of Alcohol.• Prepare and confirm umpire rosters and team game times.• Administer umpire payments.• Collect game fees and record accordingly.• Close off till, balance and prepare float under guidance of Venue Officer.
Customer Service	<ul style="list-style-type: none">• Deliver quality customer service to patrons and visitors, providing initial support for general enquires.• Promote sales and assist patrons with product information.• Provide initial assistance for customer complaints/feedback and where appropriate make referrals to other staff.

Other	<ul style="list-style-type: none"> • Reasonable duties commensurate with classification level. • Current “C” Class Drivers Licence. • National Crime check.
Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire’s Occupational Safety and risk management principles. • Work in accordance with the Shire’s defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development, and participate in annual performance appraisal. • Adhere to the Shire’s Code of Conduct, policies and management practices as amended from time to time. • Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

Operates under the general direction of the Sports Coordinator within the Shire procedures, guidelines and practices and Council policies.

7. Your team



8. Position selection criteria

Essential

1. Certificate III in Sport and Recreation or equivalent or significant experience.
2. Responsible Service of Alcohol.
3. Previous experience with sporting programs or competitions.
4. Excellent customer service skills.
5. Effective communication and interpersonal skills.
6. Developed organisational and administration skills.
7. Demonstrated initiative and the ability to work supervised and independently.
8. Computer literate in Word, Excel, Internet and Outlook.
9. Current HLTAID011 Provide first aid.
10. Working with Children Check

Desirable

1. Umpiring accreditation.
2. Previous experience within a multi-faceted leisure centre.
3. Approved Manager in accordance with Liquor Control Act.
4. Knowledge of Links software.