



Wujal Wujal Aboriginal Shire Council Position Description

Position title	Events and Sports Officer	Department	Community Services
Job type	Casual – Up to 32 hours per week, Monday to Thursday (some additional days and weekend work may be required)	Direct Reports	Nil
Salary	Stream A, Div 2, Section 1, Level 2, \$36.37	Duration	Casual - 12 months
Position number	PN 4012	Location	Wujal Wujal
Reports To	Community Services Manager	Closing	Re-advertising - Open until filled
Contact Officer	Community Services Manager - Email: CommunityServices@wujal.qld.gov.au		
About Council	https://www.wujalwujalcouncil.qld.gov.au/		
Further Information	https://www.wujalwujalcouncil.qld.gov.au/council/employment/		

Applications must include a one page summary about you and address the selection criteria, and a detailed resume and copies of your qualifications.

Wujal Wujal Aboriginal Shire Council

Wujal Wujal is the local Kuku-Yalanji clan name meaning 'many falls', highlighting the many sacred waterfalls and multifaceted region of ranges, rivers and reef. Based North of Cairns and 70km south of Cooktown.

Mission

To serve the community by a sustainable and equitable delivery of services with a focus on local priorities and contribute to the economic development and improvement of the quality of life of residents.

PRIMARY OBJECTIVE

Reporting to the Community Services Manager, the Events and Sports Officer is responsible for administrative support with local thriving community projects as well as engaging community in sports and recreational activities, organising community events and assisting with stakeholder meetings.

KEY DUTIES AND RESPONSIBILITIES

General

- Report to and take direction from the Community Services Manager and the CEO.
- Punctual, reliable and daily attendance and completion of tasks in a timely and responsible manner.
- Ensure confidentiality and security of Council information
- Manage time, plan, organise and prioritise own work to achieve required outcomes
- Travel to other communities and within the state when required

Local Thriving Communities Administrative Task (LTC)

- Assist the Community Services Manager with administrative support with Local Thriving Community (LTC) projects in relation to the funding agreement
- Assisting with reviewing and responding to emails
- Making and responding to phone calls relevant to LTC
- Assisting to liaise with community members, and all stakeholders
- Schedule, attend and set up for weekly and monthly meetings with stakeholders
- Assisting with following up on outstanding meeting actions
- Distribute copies of meeting minutes and notes to all stakeholders
- Attend all workshops and training
- Assist with planning and setting up for LTC events
- Other reasonable duties related to LTC

Sports and Recreation

- Coordinate the delivery of a structured and varied sports and recreation program which supports participants' connection to body, mind, kinship and culture.



Wujal Wujal Aboriginal Shire Council Position Description

- Facilitate the effective delivery of meaningful, supervised after school hours activities, four afternoons per week, including an occasional sports/community events support.
- Facilitate the effective delivery of meaningful, supervised school holiday programs, activities and events.
- Manage and coordinate key sports and recreation events, including structured sports competitions, entertainment, and on-country opportunities, including effective collaboration with key stakeholders.
- Celebrate and acknowledge key dates including Youth Week, and culturally important dates including NAIDOC week.
- Proactively plan and promote all youth sport and recreation activities ensuring accountability to community and key stakeholders.
- Complete daily reporting and administration requirements, including key data collection.
- Maintain a safe working environment, adhering to all WHS policies and relevant legislation.
- Assist with management of council assets and equipment, reporting damage and faults immediately.
- Ensure all sports and recreation facilities are effectively cleaned, tidy and organised on a daily basis.
- Model positive behaviour, integrity and cultural respect and adhere to Wujal Wujal Aboriginal Shire Council Employee Code of Conduct and WHS Policy at all times.

Events

- Plan and set up for community events
- As instructed, assist with the development of events and associated activities taking place in community
- Assist with managing the community event timeline, preparing for events in advance
- Assist with event set up, pack up
- Respond to general event enquiries from community and stakeholders
- Distribute event posters and promotion where necessary
- Attend planning and debrief meetings

Other Duties

- Provide other administration and event assistance where required
- Adhere to the Council's Code of Conduct which sets out the standard of behaviour required of Council employees
- Ensure all Council policies and procedures are followed, including Workplace Health and Safety requirements
- Other reasonable duties as directed by management

SELECTION CRITERIA

Essential

- Commitment to reliability and daily attendance to responsibly carry out the duties of the role
- Good work ethic, motivation and perseverance to achieve the duties of the role
- Demonstrated level of maturity and initiative to achieve requirements relevant to the role
- Good verbal and written communication skills
- Demonstrated ability to communicate courteously with all stakeholders
- Ability to be flexible and able to travel when required
- Good ability in the use of Microsoft Office software programs (including Excel, Word and Outlook).
- Good administrative and organisational skills
- Willingness to learn
- Demonstrated ability to work independently and in a team, and perform well within the immediate work team and across Council as a whole;
- Sound knowledge of Workplace Health and Safety and its application in the workplace and commitment to abide by Council's WHS policies and procedures
- Commitment to abide by Council's Code of Conduct which sets out the standard of behaviour required of Council employees



Wujal Wujal Aboriginal Shire Council Position Description

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- 'C' Class driver's licence.
- A current Police Clearance
- A current Bluecard (or ability to acquire)

KEY PERFORMANCE INDICATORS

- Consistently communicate and take direction from Community Services Manager, or CEO, and action directions in a professional, timely and effective manner
- Ability to remain motivated to succeed in the role
- Undertake any training required for the position
- Daily attendance and additional hours where required to fulfil the responsibilities of the role
- Reporting as required
- Maintain a high level of customer service towards all internal customers as well as all stakeholders.
- Follow Council WH&S policies, rules and guidelines.
- Duties are carried out in a timely, accurate manner and confidentiality is maintained.

WORKPLACE HEALTH AND SAFETY OBLIGATIONS

All Wujal Wujal Aboriginal Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the Work Health and Safety Act 2011("Act") an employee shall:


- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Wujal Wujal Aboriginal Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the Act.

TO APPLY FOR THE POSITION

Please forward your resume addressing the selection criteria to the contact officer referenced on the first page of this application.

POSITION DESCRIPTION

APPROVED BY	Name:	Signature:	Date:
CHIEF EXECUTIVE OFFICER	Kiley Hanslow		29/08/2024

ACKNOWLEDGEMENT OF UNDERSTANDING AND ACCEPTANCE

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date