



Tired of long commutes to work? Looking for a change? Then Blackwater in Central Queensland can offer you more than you expect! Blackwater is a friendly and welcoming community which supports a booming mining industry and productive agricultural sector.

Being approx 195km inland from Rockhampton, Blackwater is only two hours drive from the Keppel Coast and four hours from the beautiful Whitsundays. There are 25 flights a week direct to Brisbane from nearby Emerald or you can experience the splendor of the Blackdown Tablelands or Canarvan National Parks, boating, fishing and other recreational activities.

The township of Blackwater is part of the Central Highlands Region which has approx 30,000 people and a variety of services including sports, supermarkets, cultural and tourist attractions as well as hospital and schools. Please, check us out at [www.centralhighlands.qld.gov.au](http://www.centralhighlands.qld.gov.au)!!

Central Highlands Regional Council is seeking applications for:

## **YOUTH DEVELOPMENT OFFICER - BLACKWATER**

(Salary Range \$50,359.84 - \$53,831.23 (inc. subsidised accommodation + locality allowance + 12% superannuation & 5 weeks annual leave p.a.)

As an integral part of our Community Development Team, your remuneration package will match your skills and experience, however, you can expect a generous superannuation and ongoing benefits plus a Council house at market rental.

The Youth Development Officer - Blackwater will:

- Facilitate, co-ordinate and promote Youth Development programs and events (including Sport & Recreation) within the Blackwater area and Central Highlands Region
- Support and challenge young people to realise their full potential in shaping their own lives and future
- Promote social and economic inclusion of all young people as valued members of their communities
- Assist and encourage individuals, organisations and community groups residing in Blackwater area to participate in youth, sporting and recreation activities

A full position description and selection criteria is available from council's website or by phoning (07) 4982 8309.

Further Details can be obtained by contacting **Janice Moriarty – Manager Community Development** on **4982 8322** or **0447167785**.

Letter of application and a Resume detailing relevant work history and contact details of at least 2 referees will be received until 12.00 pm on Monday 16<sup>th</sup> November 2009 and shall be addressed to:

**Attn: Recruitment**  
**Application – Youth Development Officer - Blackwater**  
**Central Highlands Regional Council**  
**PO Box 21**  
**EMERALD QLD 4720**  
Email [recruitment@chrc.qld.gov.au](mailto:recruitment@chrc.qld.gov.au)

Bryan Ottone  
Chief Executive Officer

**Central Highland Regional Council – Valuing People, Partnership and Place**

Central Highlands Regional Council is an Equal Opportunity Employer and offers a smoke free work environment



## **POSITION DESCRIPTION**

<b>Title:</b>	<b>Youth, Sport and Recreation Officer - Blackwater</b>
<b>Department:</b>	<b>Governance and Community Services</b>
<b>Reports to:</b>	<b>Community Development Officer</b>
<b>Award:</b>	<b>Local Government Officers Award Level - 3 (Based on qualifications and experience)</b>

## **COUNCIL VALUES**

### **Honesty & Integrity**

Being honest with our community and colleagues, and treating them with respect, fairness, trust and consistency

### **Innovation & Continuous Improvement**

Striving for excellence through best practices, creativity and new ideas.

### **Transparency & Accountability**

Providing open and transparent practices and accountable governance.

### **Diversity**

Respecting social, cultural, economic and environmental diversity.

### **Open Communication**

Assuring timely and effective communication with our community and throughout the organisation.

### **Leadership, Engagement & Fair Representation**

Providing effective leadership to ensure Council's actions best reflect community aspirations.

## **POSITION OBJECTIVE:**

The Youth, Sport and Recreation Officer will be responsible for:

- Facilitating, co-ordinating and promoting Youth, Sport and Recreation programs and events for Central Highlands Regional Council
- Assisting and encouraging individuals, organisations and community groups residing in Blackwater area to participate in youth, sporting and recreation activities

## **KEY RESPONSIBILITIES:**

1. Facilitate and implement programs, projects and events for Central Highlands Regional Council (CHRC) in relation to youth, sport and recreation in accordance with CHRC guidelines and policies
2. Liaise with youth, sport and recreation groups, CHRC and other Government departments to ensure a coordinated approach to the delivery and development of youth, sport and recreation activities in the Blackwater area.
3. Assist equity groups with special needs to integrate into youth, sport and recreation organisations, programs and events.
4. Prepare reports and correspondence as required by CHRC.
5. Actively promote youth, sport and recreation programs, events and associated facilities within Central Highlands region, especially Blackwater area.
6. Monitor and update the inventory and data base of existing youth, sporting, recreation and leisure based clubs, facilities and community groups within Blackwater and surrounding communities.
7. Plan, coordinate and assist with community based projects.
8. Identify trends or patterns in youth, sport and recreation needs and demands to assist CHRC with future social planning and facilities requirements
9. Represent CHRC at authorised meetings, functions and events.
10. Such other duties as the General Manager of Governance and Community Services and Manager of Community Development may request of the Youth, Sport and Recreation Officer from time to time.

## **GENERAL DUTIES**

Abide by the Workplace Health & Safety Act and Regulations and the provisions outlined in Council's Workplace Health and Safety Policy, namely:

**Employee Obligations:**

A worker has the following obligations at the workplace:

1. Comply with instructions given for workplace health and safety at the workplace by your employer
2. Use personal protective equipment if provided and properly instructed in its use
3. Not to wilfully or recklessly interfere with or misuse any workplace, health and safety equipment
4. Not to wilfully place at risk the workplace health and safety of yourself or any person at the workplace
5. Attend training as directed

**Employer Obligations:**

1. Central Highland Regional Council has an obligation to ensure the workplace health and safety of each of the employer's workers at work.
2. Central Highland Regional Council has an obligation to ensure the workplace health and safety of the company and others is not affected by the way the Council conducts the Council's undertaking.

**REQUIREMENTS OF THE POSITION:****(a) Skills**

- Ability to communicate effectively (written and verbal) with Councillors, employees at all levels of Council and with a wide variety of external individuals and organisations.
- An understanding of youth, sport and recreation policy and its implementation
- Ability to identify youth, sport and recreation needs and emerging trends at a local, regional and state level.
- Highly developed verbal and written communication skills
- Mediation and negotiation skills
- Excellent interpersonal skills
- Ability to build networks to foster and build strong community relationships
- Ability to access grants for youth, sport and recreation programs
- Understand principles of access, equity and equality
- Competent on full range of Microsoft programs

**(b) Knowledge**

- Prior knowledge of Local Government administrative systems, policies and processes (desirable).
- Working knowledge of youth, sport and recreation programs and facilities desirable.
- Previous experience or exposure to computers and office duties.

**(c) Experience**

- Previous experience with organising, promoting and conducting events, functions and/or meetings desirable.
- Previous experience in social services sector, ideally in the youth, sport and recreation area.

**(d) Qualifications**

- Qualifications in youth, sport or recreation and/or demonstrated experience related to the key responsibilities of the position
- Degree or Diploma would be well regarded.
- Current C class open drivers licence (mandatory).

**(e) Personal Attributes**

- Communicate in an appropriate and effective manner, consistent with the requirements of the position and professional expectations of Central Highlands Regional Council.
- Contribute to improved organisational effectiveness, by respecting other employees, by acting honestly and with fairness, and by working to achieve Council's team objectives.
- Ability to be self-directed, highly motivated and organised.
- Ability to work in a team environment.

**(f) Training**

- Training will be provided as identified in the Employee Development Plan.

**ORGANISATIONAL RELATIONSHIP**

**(a) Reports To**

- Community Development Officer Blackwater.
- Day to day advise or direction on specific matters may also be given by Area Manager Blackwater office.

**(b) Supervises**

- N/A

**(c) Internal liaisons**

- Senior Management Team
- Line Managers and Supervisors
- Other CHRC staff

**(c) External liaisons**

- Residents, community clubs, organisations and committees.
- Federal and State Government Departments such as Sport and Recreation, Disabilities, Communities, etc.
- Service Providers and organisations such as Centacare, Anglicare, etc.

**EXTENT OF AUTHORITY**

- Freedom to act within defined/established Guidelines and Council's Policies
- Purchased can be made in line with authorised budgeted items and financial delegations.

**EMPLOYEES CONSENT**

I ..... have read, understood and accepted the responsibilities of this position with the Central Highlands Regional Council and agree to the conditions of employment.

Employees signature: ..... Date: .....

GM/CEO's signature: ..... Date: .....