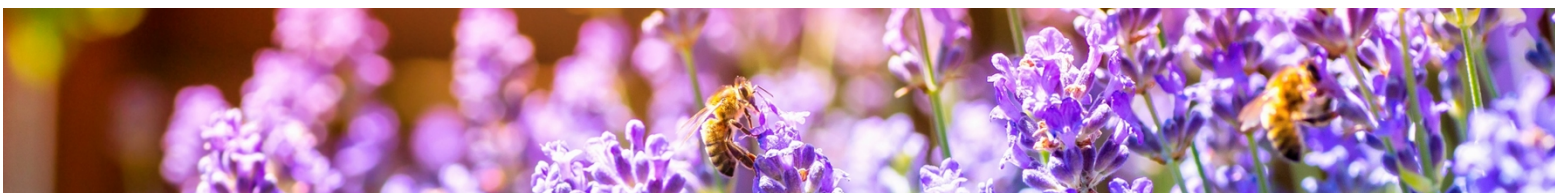


Position Description

Asset Officer – Community Facilities



Branch	Assets	Position Grade	9
Division	Operations, Finance & Risk	Position Status	Permanent Full-time
Reports To	Coordinator 355 Committees	Standard Hours Per Week	35
Direct Reports	Nil	Position Delegations	Yes
Indirect Reports	Nil	Position Budget Responsibility	
Position Number	2AS054	Award	Local Government (State) Award
Date PD Authorised	11/05/2020	Award Band	Admin Band 2 Level 2

The Opportunity

The role of this position is to be responsible for the booking of Council facilities including sports grounds, community halls, parks and reserves and supporting the S355 Committee Coordinator with activities such as training volunteer booking officers.

The role requires a high level of customer service and strong attention to detail to achieve the best possible outcome for both internal and external stakeholders to ensure that all required documentation is provided before a booking is confirmed and that each hirer has access to the required amenities.

Key Responsibilities

1. Manage booking requests for Council facilities following a consistent booking procedure to ensure applications are complete and compliant; assess in a thorough and detailed manner the booking forms, risk assessments, insurances and any other information required and determine booking approvals accordingly.
2. Coordinate and promote the seasonal/recurring bookings of sport and recreation activities at Council facilities.
3. Support Council's 355 Management Committees with the preparation for Annual General Meetings, manage databases for Committee volunteers, and attend committee meetings as required.
4. Assist with the provision of training and support to volunteer Booking Officers including consistent communication of booking procedure changes or considerations.
5. Build positive relationships with internal and external customers and deliver a high level of customer service to achieve the best possible outcome for the customer while adhering to Council's policies and procedures and relevant legislation.
6. Financial administration including the development of quotations for hire, ensuring appropriate fees for use are applied and collected in accordance with Council's adopted Fees and Charges, development of GST returns for 355 Management Committees and general invoice processing as required.
7. Liaise with internal and external stakeholders regarding cleaning and maintenance in line with Council's Terms and Conditions of Hire.
8. Manage the utilisation data for Council facilities and provide quarterly reports to the Asset Coordinator.
9. Plan and coordinate the annual Volunteer Thank You event and other events as required in conjunction with the 355 Management Committees and the Committee Co-ordinator.
10. Update information on Council's website as relates to community centres and sports and recreation facilities.
11. Maintain knowledge of Council's changing policies, procedures, initiatives, protocols and relevant legislation and implement as required.

Note: An employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.

Working with you

WSC.NSW.GOV.AU

Document Set ID: 104667

Version: 1, Version Date: 24/09/2021





Essential Criteria

1. Diploma in Business Administration or commensurate experience in a similar role.
2. Previous experience as a booking officer or a similar role such as event management.
3. Strong customer service skills with an ability to manage complex customer requests.
4. Demonstrated high level computer literacy including Microsoft Word, Excel, PowerPoint, Outlook and electronic data management systems with a strong attention to detail.
5. Demonstrated experience with providing training both one-on-one and group sessions.
6. Well-developed verbal and interpersonal skills including conflict resolution, decision making and the ability to manage difficult and challenging situations.
7. Strong attention to detail and demonstrated ability to manage the processing of orders and invoices and database management.
8. Demonstrated understanding of Work, Health and Safety and Risk Management including previous experience with completing and reviewing risk assessments.
9. Demonstrated ability to respond flexibly in a demanding work environment.
10. Previous experience with the organisation and setting up of events.
11. Hold a current Class C motor vehicle licence.

Desirable Criteria

- Local Government Experience
- Previous experience in meeting organisational targets and reporting requirements.
- Previous experience with managing online booking systems.

Physical Requirements

The position may have some or all of the following requirements:

- Keyboarding / Data Entry (repetitive)
- Sitting for lengthy periods (repetitive)
- Climbing stairs (within building)
- Repetitive work – sitting, standing

Capabilities






Council has adopted the Local Government Capability Framework which describes the core knowledge, skills and abilities for a role, expressed as behaviours, and which set out the clear expectations about performance in Council: "how we do things around here". It builds on organisational values and creates a common sense of purpose for all employees.

Council's Capability Framework provides the platform for annual performance appraisal so that there is a common basis for learning, professional development and salary progression.

Below is the full list of capabilities and the expected level of competence required for this position. The ones in bold are the essential capabilities. The ones in italics are focus capabilities specific for this position. The ones where the level is blank are not core capabilities but may still be important. More detailed information is contained in your annual Personal Performance Plan.

Essential and Focus Capabilities

The essential and focus capabilities for the position are those judged to be most important at the time of recruiting to the position. They are the ones that an employee is rated on as part of their annual Performance Assessment.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	<i>Manage Self</i>	<i>Intermediate</i>
	Display Resilience & Adaptability	N/A
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	N/A
 Results	<i>Plan and Prioritise</i>	<i>Intermediate</i>
	Think and Solve Problems	Intermediate
	Create and Innovate	N/A
	<i>Deliver Results</i>	<i>Adept</i>
 Resources	<i>Finance</i>	<i>Intermediate</i>
	Assets and Tools	Intermediate
	Technology and Information	N/A
	Procurement and Contracts	N/A
 Workforce Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A



Acknowledgement

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

.....
Employee Name (Print)

.....
Witness Name (Print)

.....
Signature

.....
Signature

.....
Date

.....
Date