



**Coordinator (Principal Officer)
Aquatic and Leisure Centres -
Blacktown Leisure Centre
Stanhope and Blacktown
Tennis Centre Stanhope**
Blacktown City Council

SPORTSPEOPLE
RECRUITMENT



- **Centre Management role - two facilities in Stanhope Gardens**
- **Multi-purpose site incl pools, gym, stadium & tennis courts**
- **Lead the Centres' staff, programs and operations**
- **\$128,000 pa entry package including leaseback vehicle**
- **Fortnightly RDO and other great benefits**

About the Centres

Blacktown Leisure Centre Stanhope and **Blacktown Tennis Centre Stanhope** are award-winning venues located on the one site in Stanhope Gardens. The flagship leisure centre opened its doors in 2003 and the tennis centre in 2016 and attracts more than 800,000 visitors per year.

The Centres offer the community an exciting range of health, aquatic, leisure, sport and tennis programs and services. This includes indoor pools (including wave pool), spa, sauna and steam, Aqua Learn to Swim, gym, group fitness, creche, function rooms, 4 x court multi- sport indoor stadium, squash court and 16 x plexicusion tennis courts.

About Blacktown

Blacktown is a vibrant city located in the very heart of Greater Sydney. With a total of 54 residential suburbs, and population of 403,000 coming from more than 180 different birthplaces, Blacktown City is one of the most diverse communities in Australia.

Working in Blacktown City provides a wealth of professional opportunities. Blacktown City Council is the largest council in New South Wales, 4th largest in Australia and a leader in the development of the Western Sydney region. There has never been a more exciting time to join one of Sydney's most dynamic and high-performing councils. With almost unmatched growth expected over the next 25 years, the city is on an exciting journey of transformation to prepare for a population of more than 644,000.

The Key Venues section oversees council's aquatic and leisure centres. Key Venues values are teamwork, customer focus, innovation and commitment to safety.



Coordinator (Principal Officer) Aquatic and Leisure Centres

Reporting to the Manager Key Venues, the Coordinator Aquatic and Leisure Centres will be responsible for the overall management and administration of Blacktown Leisure Centre Stanhope and Blacktown Tennis Centre Stanhope. As a strong people leader, the role will manage and develop the multi-functional operational teams (circa 150 staff) across both venues and promote a culture fostering the values of teamwork, customer focus, innovation, and commitment to safety.

This role is an important member of the Key Venues leadership team which oversees all Council's aquatic and leisure facilities. With oversight of all operational matters at both centres, the role requires an experienced, innovative and highly motivated individual to lead the success of these facilities as high-quality venues which meet the leisure and recreation needs of the Blacktown City community.

The ideal candidate for this role will have strong all-rounder experience across all operational aspects of an aquatic leisure facility. These experiences may have been gained as a Centre Manager of a smaller leisure facility, or in a senior management role in a larger multi-purpose facility. Experience in an aquatics facility is essential, along with an understanding of technical plant room and water treatment operations.

To be considered for this role you will have a strategic and innovative outlook, with a strong business acumen and aptitude in financial/budget management, sales, marketing and promotions in order to continue to drive the overall success of the centres. With dynamic communication skills, you will build rapport and positive relationships with a broad cross section of people and lead by example to set high standards in safety and customer service.

If you are ready to step up into a centre management position, or have been considering a change into a large multi-functional site, rare leadership opportunity may be your ideal career move!



Key Accountabilities

- Ensure the venues are operating within the yearly budget ensuring income and expense predictions are achieved
- Maintain and develop sound relationships with community groups, sporting, educational, business and recreational organisations
- Provide resources to maximise usage and income ensuring high level of community and customer satisfaction
- Maintain 'good employer' relationships with personnel and manage human resources through effective performance management, training and development
- Plan, develop, implement and monitor maintenance programs to ensure maximum efficiency of all plant and equipment
- Coordinate and implement required maintenance within acceptable time frames and with efficient use of resources
- Supervising contractors including coaching staff
- Effectively supervise staff and ensure adequate training is provided to enable them to carry out their delegated job responsibility safely and competently
- Ensure the venues meet all standards and policies set-down. Plan, market, promote and implement recreation, fitness, leisure and rehabilitation related programs and services designed to maximise usage and income levels whilst meeting community need
- Implement and follow the Managing Volunteers policy as required
- Implement, monitor and comply with Council's Work Health and Safety (WHS) Management System

Duties

- Actively support Key Venue staff working together as a "team" to meet the requirements expected by the BVM Board, Blacktown City Council and all key stakeholders.
- Supervise staff, contractors, trainees and volunteers as required.
- Provision of advice to BVM Directors, Council, Council staff, Key Venues staff and the general public.
- Address public meetings, seminars, courses, BVM Board meetings Committee and Council meetings and the like in relation to the work of the section.
- Represent BVM and Council on internal and external committees, advisory bodies or working parties as directed.
- Conduct community consultation with internal and external customers as required in accordance with policies or practices, when undertaking tasks associated with the section's approved work program.
- Prepare correspondence, reports and memoranda as required in completion of assigned work tasks.
- Operate and maintain the facilities, services and grounds, maintaining a high standard of consumer service, cleanliness, maintenance and presentation.
- Ensure the Centres are utilised to their utmost potential and operated in an efficient and effective manner within the financial limitations of the Centres' budget.
- Monitor and evaluate the Centre's budget for optimum financial management.
- Supervise and coordinate staff, oversee the recruitment and training requirements of staff providing feedback and performance reviews.
- Liaise with other supervisory staff at other Key Venues and at Council to ensure the most efficient use of resources.
- Provide leadership that result in motivated and effective employees. This includes managing performance of facility teams and identifying and fulfilling the training needs of all Centre personnel and duty management employees in conjunction with colleagues.
- Ensure all personnel hold current pre-requisite qualifications for the roles they are employed for.
- Initiate and coordinate recreation, aquatic and leisure programs in consultation with Centre staff, community groups and community services.
- Continually monitor, evaluate and respond to facility, staff and financial performance, providing weekly feedback, monthly reports and annual reports to management, including details of performance indicators with respect to targets.
- Provide accurate and timely information to the BVM CEO or his/her nominee.
- Develop and implement emergency procedures to ensure the safety of the general public and staff.
- Research and keep abreast of trends within the industry.
- Ensure all statutory requirements are met and security of Council's asset is maintained.
- Assist colleagues at other Key Venues as requested from time to time.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

Selection Criteria

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position Overview**, candidates applying for this role will require a range of personal and professional skills, including:

Qualifications

- Degree qualification in a related field (preferred)
- Current First Aid and CPR Certificates
- Valid Class 'C' Drivers Licence
- Working with Children Check

Skills and Experience

- Solid experience and leadership in a related field
- Human resource management experience
- Financial management and control of operational budgets
- Business development including marketing and promotions
- Team development and interpersonal skills to develop a customer focused and 'can do' attitude among personnel
- Strategic outlook and innovation
- Strong communication and problem-solving capability
- Technical (plant) knowledge with proven aptitude and experience
- Knowledge of applicable legislation/regulations
- Availability to work flexible working hours

Residency and Immigration

Candidates must be an Australian Citizen / Permanent Resident or have unlimited working rights within Australia to be considered for this position.

Hours of Work

This is a permanent full time position of 35 hours per week, with one rostered day off (RDO) per fortnight.

Given the unique nature of the recreation industry candidates must be flexible and willing to work outside of office hours from time to time, including early mornings, evenings, weekends and public holidays. The Standard operating hours of the centre are 5:30am-9pm on weekdays and 8am-5pm on weekends.

Location

Blacktown Leisure Centre, Stanhope and Blacktown Tennis Centre Stanhope are located at Sentry Drive, Stanhope Gardens, NSW,

Remuneration Guide

The salary and conditions of employment are in accordance with Blacktown City Council's Enterprise Agreement.

Entry level for this position starts at \$104,612 plus 10.5% superannuation and a leaseback vehicle (total package value \$128,096) will be available to the successful candidate.

Other staff benefits include leave entitlements, a fitness passport across the leisure centres, social clubs and access to Council wellbeing programs.

Website and Social Media

For more information and news items on all facets of activities, services and programs, visit:

Blacktown Leisure Centre Stanhope website:
blacktown.nsw.gov.au/Services/Aquatic-and-leisure-centres/Our-pools-and-leisure-centres/Blacktown-Leisure-Centre-Stanhope

Facebook: **facebook.com/blcstanhope**

Blacktown Tennis Centre Stanhope website:

blacktown.nsw.gov.au/Sport-recreation/Blacktown-Tennis-Centre-Stanhope

Facebook:
facebook.com/blacktowntenniscentrestanhope

Timelines

Final interviews and the appointment of his role are scheduled for May, 2023. The successful candidate would be expected to commence duties as soon as possible, mindful of general availability and notice periods



Please apply now to avoid missing out!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately.

Applications close: 5pm Wednesday 26 April, 2023

If you are intending to apply, please do so now. We reserve the right to close the role early if sufficient merit applications are received.

Candidates must complete and submit the COMPULSORY **Sportspeople Recruitment Application Form** at the time of applying. The form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

Apply to

Your application should be sent electronically via the "apply now" link at the advertisement via sportspeoplerecruitment.com/jobs

Enquiries

In the first instance general enquiries should be directed to **Scott Oakhill on 0408 258 337** or **FREECALL AU 1800 634 388** or **+61 2 9555 5000** or via jobs@peoplerecruitmentgroup.com.

About Sportspeople Recruitment

The Coordinator Aquatic Leisure Centres, Blacktown City Council search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

Sportspeople Recruitment is a leading executive search and recruitment firm servicing sport business. Celebrating 27 years in 2023 our curated Talent Network has been developed as a result of successfully filling thousands of roles across the A-Z of sport business employers. We offer the most experienced Consultant team in the market available to assist with executive search, general recruitment, hiring strategy, remuneration planning and executive/Board advice.

We are delighted to have been appointed by Blacktown City Council as the exclusive search partner for the Coordinator Aquatic Leisure Centres position.

Merit Recruitment

Don't meet every single requirement? Studies have shown women and minority groups are less likely to apply for jobs unless they meet every single qualification. **Sportspeople Recruitment has a reputation as a leader in merit recruitment.**

Everything we do has a focus on presenting the best candidates to our client Employer whilst maintaining a commitment to do what we can to address the imbalance of under-represented groups in leadership positions.

If you believe you have what it takes to perform this job but don't tick off every single qualification and experience we've listed, we encourage you to focus on the strengths, experience, qualifications and soft-skills you do have as the reasons you should apply. Believe in yourself and if still in doubt call our Consultant for a quick chat or simply apply. Without an application we can't consider you and we'll never consider your application a waste of our time.





Blacktown
City Council