

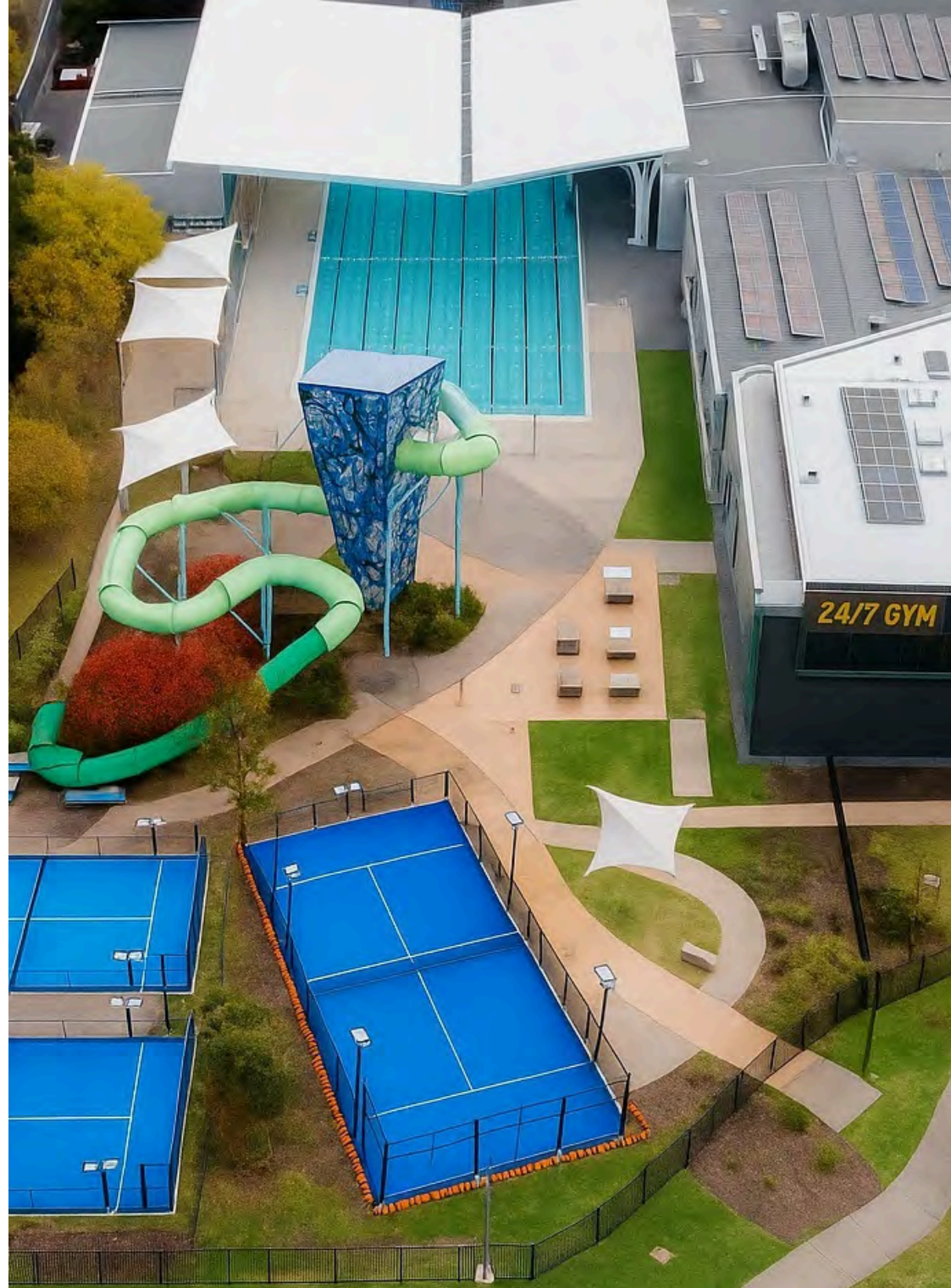


**South East  
Leisure**

**Chief Executive  
Officer**

South East Leisure

**SPORTSPEOPLE**  
RECRUITMENT





- **Strategically lead the operations of multiple leisure facilities**
- **Set the culture and direction to maximise community health**
- **Based in Dandenong, VIC**

## About South East Leisure

South East Leisure is a facility and leisure management company based in the City of Greater Dandenong with a vision to enhance the health and wellbeing of our community by providing sustainable world class experiences. Established in 2022 by the City of Greater Dandenong, South East Leisure currently manages and operates a portfolio of City of Greater Dandenong owned venues:

- Dandenong Oasis
- Noble Park Aquatic Centre
- Springers Leisure Centre
- Dandenong Stadium

*South East Leisure will also manage the Dandenong Wellbeing Centre upon its completion in 2027.*

As the senior leader of the organisation, the CEO will work in partnership with the Board and is accountable for developing a strong organisational culture and high performing team delivering social, environmental and commercially sustainable outcomes.

**SEL Purpose:** Creating active and connected communities.

**SEL Vision:** Providing sustainable world class experiences that enhance the overall health and wellbeing of the community.

South East Leisure are driven by the following values:

**CARE** - We care about our people, our actions, and our outcomes

**OPEN** - We are honest, transparent, and respectful in our actions

**FUN** - We work hard, we have fun and celebrate our success

**SUSTAINABLE** - We provide commercially and environmentally sustainable outcomes

*"This is a pivotal opportunity to lead one of Victoria's most progressive Council-owned leisure entities, currently operating across four major venues and delivering strategic outcomes aligned to community wellbeing, participation, and access." **Kirstan Corben - Chair***





# Chief Executive Officer

Reporting to the Board of Directors, the Chief Executive Officer (CEO) will provide strategic leadership, guide organisational culture, and oversee operation at South East Leisure.

The CEO is responsible for ensuring the continued alignment of the Company's delivery model with its established business objectives and community outcomes. These outcomes include maximising participation and enhancing health and wellbeing across the Greater Dandenong community.

A key focus of the CEO is to lead a capable executive team to ensure excellence in the management the organisation's venues, ensuring operational continuity, service quality, and stakeholder confidence. This role offers a unique opportunity to influence outcomes in a recreation, health, and leisure environment. It requires a commercially astute and visionary leader who can leverage existing infrastructure and resources to sustain and enhance community wellbeing.

With significant leadership capability, the CEO will be expected to uphold and strengthen the organisation's culture, values, and operating principles, while engaging with a broad and complex range of stakeholders including patrons, members, internal staff, Board Directors, City of Greater Dandenong, and senior Council Executives.

Active engagement and leadership through the capital works phase of the Dandenong Wellbeing Centre (DWC), ensuring strategic oversight, long-term planning, and alignment with South East Leisure's future direction is an important priority for the CEO.

To be considered for this position you will have proven commercial capability with a strong track record of successfully managing like-sized businesses, budgets and resources, whilst supporting and working collaboratively with a Board and successfully delivering against strategic objectives to drive business development.

You may already have experience as a CEO or be ready for the step into this senior leadership role. Regardless, you will bring exceptional leadership and stakeholder management skills, with the ability to develop and execute a clear strategic vision. Relevant tertiary qualifications or a demonstrated understanding of business, health, community services, local government or recreation management are preferred.

Experience in both commercial and government settings (directly or indirectly), and a solid grasp of the operational requirements of managing aquatics, recreation, health, sport and/or community venues would be looked upon favourably.



# Key Responsibilities

## Board

- Support and enact the Constitution of the Board.
- Support and enact the Management Services Agreement of the Board.
- Support the governance and decision making of the Board.

## Strategic and Business Planning

- Deliver a Strategic Plan that aligns with Council objectives and in consultation with City of Greater Dandenong and other key stakeholders.
- Develop Business Plans with associated KPI's for each venue.
- Prepare and present an Annual Plan and Budget consistent with the Strategic Plan.
- Provide regular reporting to the Board and City of Greater Dandenong.
- Action quarterly meetings and any additional required meetings with City of Greater Dandenong.

## Facility Management

Oversee and ensure:

- The ongoing safe and efficient operation of all venues.
- The care and maintenance of all physical assets.
- The provision of cost-effective services to internal and external customers.
- Customer service standards.
- Centre programs and services that meet the expectations of the venues clientele and the Board.
- The effective management of all maintenance functions, contractors and contracts.
- Provide ongoing strategic and operational advice for the provision of future leisure services in the City.

## Stakeholder Engagement and Management

- Ensure and proactive and engaged relationship with key executive staff at City of Greater Dandenong.
- Develop and maintain strong relationships with tenants and service delivery partners to ensure their needs and expectations are met.
- Demonstrated capacity to liaise, negotiate, influence and gain co-operation and assistance from all team members, managers, and the community.
- Sound ability to work collaboratively with a diverse stakeholder groups and effectively develop and maintain internal and external networks.
- High level skills and experience in developing business and customer relationships with a focus on both commercial and community outcomes.

## Development of Program Policy and Implementation

- Develop and oversee the implementation of a program and services policy that is commensurate with best practice for all SEL venues.
- Oversee the delivery of local and customised programs and services that encourage participation, maximise accessibility and meet the diverse needs of the community.
- Market and promote the venues and associated programs and services to increase participation.
- Maximise City of Greater Dandenong's investment in terms of community health and wellbeing benefit, including prioritising use and enhanced community access.
- Work with key partners and stakeholders to deliver programs and services for targeted groups (e.g. return to work, introductory programs, health services, educational programs, allied health services and programs specifically for CALD groups, older adults and multi-cultural groups).

## Financial Performance

- Refine the operating budget in consultation with City of Greater Dandenong, and oversee the preparation of subsequent Annual Budgets aligned with the Board-approved Business Plans.
- Ensure the financial targets and performance described for each venue are monitored and delivered.
- Prepare monthly costings reports for consideration of the Board including variation statements with explanations and any new initiatives or remedial actions required to achieve budget projections across all aspects of venues operations.
- Prepare financial statements and an Annual Report and ensure the annual audit process is conducted in a timely manner.
- Ensure appropriate controls are in place to protect the business from fraud and other such risks.

## Marketing and Sponsorship

- Oversee the implementation and refinement of existing marketing and promotional strategies to ensure alignment with business objectives and community engagement goals.
- Support ongoing sales and membership initiatives, ensuring consistency with the organisation's brand and service offerings.
- Collaborate with City of Greater Dandenong to maintain strong community awareness of the recreation, sport, health, and fitness opportunities provided through South East Leisure's venues.

## Key Responsibilities (continued)

### Customer Service

- Maintain and enhance systems and processes that support a strong, customer-focused culture across all venues.
- Ensure service delivery standards are consistently met and improved upon, with a focus on community satisfaction and operational excellence.

### Risk Management and OH&S

- Oversee all aspects of the operation associated with occupational health and safety and risk management as well as legislative and statutory compliance in relation to the operation of public buildings.
- Ensure a safe working environment is maintained by adherence to the relevant legislation, regulations and the development and application of procedures and systems.
- Drive a safety-first culture throughout the venues, focussing on training, inductions and education of staff.

### Contract Management

- Review and implement any required contractual requirements (i.e. leases, licences, service providers, supply arrangements, hire and user agreements and contracts)
- Ensure ongoing compliance with provider obligations and standards.

### Reporting

- In conjunction with the Board, develop monthly financial and performance reports focused on key aspects of the business.
- Provide regular reports to City of Greater Dandenong on the financial and operational activities.
- In conjunction with the Board, City of Greater Dandenong officers and relevant peak bodies, develop health and wellbeing metrics to be reported on annually.
- Provide annual financial results in an agreed format so the financials can be incorporated into City of Greater Dandenong's overall financial reports.
- Develop reporting systems that ensure compliance with all statutory reporting obligations.

## Organisational Relationship / Context

**Reports to:** Board Chair

### Direct Reports:

- General Manager Commercial and Corporate Partnerships
- General Manager Corporate Services and Finance
- General Manager Operations - Aquatics & Leisure
- General Manager Operations - Stadium

### Budget managed:

- Oversee budget for entire South East Leisure

### Internal Liaisons:

- Board of Directors
- Executive Leadership Team
- Support Service Team
- Operational Leadership Team
- SEL Team

### External Liaisons:

- City of Greater Dandenong (ICT, Finance, Risk)
- Key Stakeholders and partners
- Facility Members and User Groups
- Industry and Commercial contractors and suppliers
- Community Organisations and networks



## 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:

- Tertiary qualifications in business management, health promotion, community services, recreation management or other relevant discipline preferred
- Exceptional leadership skills with the ability to develop a clear vision and execute strategy
- Strong business/commercial acumen
- Experience supporting and working collaboratively with a Board on the ongoing development of the business
- A demonstrated understanding of health services, health promotion, community health or local government
- An understanding of the aquatics and recreation industry (desirable)
- A mix of direct or indirect experience in both commercial and government environments
- Familiarity with the business operation of community venues
- Current Working with Children Employee check (or willingness to obtain)
- Satisfactory National Police Check (funded by SEL)

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. Given the unique nature of the recreation industry, working outside of office hours, including weekends and public holidays, may be required from time to time

## Location and Travel

The role is based at the South East Leisure offices, located at Dandenong Oasis, Corner Heatherton Road & Cleeland Street, Dandenong, VIC.

The role will require regular visits to each of the South East Leisure facilities and some domestic travel to attend meetings and events.

## Remuneration Guide

An attractive executive level remuneration package will be available to the successful candidate, negotiable depending upon skill level and experiences. An at risk / incentive based program is also in place. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Candidates are invited to call Sportspeople Recruitment to discuss salary before applying if that will be helpful in your decision making.

## Timelines

Final interviews and the appointment of this role are scheduled for November 2025.

The successful candidate would be expected to commence duties as soon as possible, mindful of notice periods and general availability.

## Website & Social Media

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

Website: [southeastleisure.com.au](https://southeastleisure.com.au)

Facebook: [facebook.com/sttheastleisure](https://facebook.com/sttheastleisure)

Instagram: [instagram.com/seleisure](https://instagram.com/seleisure)

LinkedIn: [linkedin.com/company/southeastleisure](https://linkedin.com/company/southeastleisure)

Dandenong Oasis: [dandenongoasis.com.au](https://dandenongoasis.com.au)

Noble Park Aquatic: [nobleparkaquaticcentre.com.au](https://nobleparkaquaticcentre.com.au)

Dandenong Stadium: [dandenongstadium.com.au](https://dandenongstadium.com.au)

Springers Leisure: [springersleisurecentre.com.au](https://springersleisurecentre.com.au)



## Please apply now!

Please note Sportspeople Recruitment will commence screening for this role immediately. **If you are intending to apply, please do so now - we reserve the right to close the role as soon as sufficient merit applications are received.**

**Applications close:** 11pm Sunday 19 October, 2025

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](https://sportspeoplerecruitment.com/jobs)

## Enquiries

In the first instance general enquiries should be directed to **Scott Oakhill** on **(+61) 0408 258 337** or **FREECALL AU 1800 634 388** or via [admin@sportspeoplerecruitment.com](mailto:admin@sportspeoplerecruitment.com).

## About Sportspeople Recruitment

The Chief Executive Officer, South East Leisure 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 29 years in 2025 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 South East Leisure as the exclusive search partner for the Chief Executive Officer position - *our 276<sup>th</sup> CEO search*.

**Australian owned - globally connected - since 1996**

## 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.



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