

## Senior Sport and Leisure Planner Position Description



<b>Employer</b>	<b>@leisure</b>
<b>Position Title</b>	<b>Senior Sport and Leisure Planner</b>
<b>Employment Status</b>	<b>Permanent Full-time</b>
<b>Location</b>	<b>Mt Alexander Road, Ascot Vale</b>

### Background

@leisure is an industry leading consultancy based in Ascot Vale providing specialist services in sport, open space and leisure planning.

We undertake a broad range of projects including the preparation of open space and recreation strategies, master plans, facility feasibility studies, strategic and business plans, sports governance, and related tasks for clients that include state and local government, state sports associations and local clubs.

### Position purpose

The Senior Sport and Leisure Planner is a pivotal leadership role and is responsible for leading a team of people, focused on facilitating the delivery of recreation, sport and leisure planning projects.

### Principal tasks

- ◆ Manage the overall delivery of projects, including delegating of tasks to appropriate staff for their input with the required format and accurate content, as well as ensuring reports are with clients in the agreed timeframe
- ◆ Prepare and undertake planning projects
- ◆ Analyse and write up planning assessments
- ◆ Manage and undertake stakeholder consultation processes including the conduct of workshops, interviews and surveys
- ◆ Develop project methodologies, work plans, budgets, tender submissions and job quotations
- ◆ Contribute to the marketing and development of the business
- ◆ Assist in sourcing and securing new business
- ◆ Manage relationships with clients and maintain high levels of customer service

### Key achievement areas

- ◆ Production of clear, concise and highly presentable reports and plans that are creative in their approach, practical to implement and highly regarded for their content
- ◆ Cost effectively and efficiently completing work that meets director's expectations in time and budget
- ◆ Manage multiple projects concurrently
- ◆ Development of ongoing relationships with clients that lead to continued work
- ◆ Contribution to the development of improved work practices and procedures to ensure the business remains focused and highly competitive
- ◆ Development of a breadth of knowledge of industry needs, trends and issues

### Key selection criteria

#### Specialist knowledge and experience

To be successful in this role you will have **minimum 5 years experience** in a similar consultancy or Council role with a demonstrated ability to manage teams effectively and deliver in short timeframes and within budget.

You will also require the appropriate tertiary qualifications that may include planning, recreation, sports management, marketing and / or business.

#### Skills and attributes

You will have a **high attention to detail**, experience in process development and improvement, and strong relationship skills.

A **high level of proficiency** is required in MS Word, Excel and PowerPoint and Internet to perform the varied duties of this position.

You must be able to make **educated and informed decisions**; prioritise conflicting needs; handle matters expeditiously; follow through on projects to successful completion, often with deadline pressures and conflicting priorities; and work with minimal supervision.

**Excellent interpersonal skills** and demonstrated ability to collaborate effectively with a broad range of individuals and groups is essential.

**Excellent communication skills (oral and written)**, creativity, resourcefulness and an internal/external customer service orientation are essential in order to communicate effectively with all levels of the organisation, as well as with outside clients.

The individual requires **strong initiative and sound judgement**, with the ability to work independently.

You will assist in promoting and improving business efficiency, championing process and service excellence and driving the development of standardised operating and reporting processes.

**Behavioural Capabilities**

Area	Attributes
Managing Relationships	<ul style="list-style-type: none"> <li>◆ Building and maintaining positive, productive and mutually beneficial working relationships, internal and external to @leisure;</li> <li>◆ Establishing networks across government and the community to facilitate the organisations objectives;</li> <li>◆ Identifying and balancing the unique needs of clients, stakeholders and @leisure to achieve mutually beneficial outcomes.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>◆ Actively participating as a member of a team to help ensure the completion of common goals;</li> <li>◆ Showing respect for the views and contributions of others;</li> <li>◆ Consulting with others and sharing relevant information;</li> <li>◆ Interacting with different personalities and adapting to the team.</li> </ul>
Analytical Problem Solving	<ul style="list-style-type: none"> <li>◆ Identifying, analysing and understanding issues and problems;</li> <li>◆ Comparing information from different sources;</li> <li>◆ Suggesting actions and providing advice upon which effective decisions can be based.</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>◆ Identifying and prioritising tasks;</li> <li>◆ Organise and record findings and information</li> <li>◆ Planning ahead and establishing courses of action;</li> <li>◆ Developing schedules to ensure that work is completed within deadlines;</li> <li>◆ Anticipating and adjusting for potential barriers and problems.</li> </ul>
Detailed Focus / Conscientious	<ul style="list-style-type: none"> <li>◆ Believes that deadlines are important;</li> <li>◆ Strives to meet commitments made to others;</li> <li>◆ Is naturally organised / approaches work in a methodical manner;</li> <li>◆ Enjoys focusing on and attending to detail;</li> <li>◆ Evaluates information and looks for gaps / limitations and solutions.</li> </ul>

**Salary**

The salary will be negotiable depending on skills, qualifications and experience of the successful applicant and in line with project outputs.

**Applications**

Applications will be treated in strict confidence and should include a covering letter and brief resume. Please email to [leisure@jeavons.com.au](mailto:leisure@jeavons.com.au).

For further information or a confidential discussion, please contact Kyelee Delafosse, Business Manager 03 9326 1662 or 0405 550 109.