



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Facilities Officer – MRCLC

- 1. TITLE and POSITION NUMBER:** Facilities Officer – MRCLC (065)
- 2. LEVEL:** 7 as per the Local Government Industry Award 2020 [LGIA 2020 \(WAIRC\)](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
- 3. TERM:** Permanent – Part-time (minimum 7.6 hours/ maximum 22.8 hours per week).
- 4. DEPARTMENT/SECTION/LOCATION:** Strategy and Community Services/ Merredin Regional Community and Leisure Centre (MRCLC).

5. POSITION OBJECTIVES

The role involves managing and developing stakeholder relationships, implementing health and safety protocols when required, and supporting the planning and execution of facility programming. This role will work closely with external parties addressing any facility-related concerns promptly, while fostering a positive experience for members and visitors.

The Facilities Officer will take on a duty manager role in the absence of the Recreation and Aquatics Manager and will be required to be responsible for opening up and securing of the facility at the end of shifts when required.

6. REQUIREMENTS OF THE POSITION

- Strong communication and interpersonal skills.
- Ability to handle emergency situations calmly and effectively.
- Basic knowledge of recreation center operations, including safety protocols and customer service standards.
- Flexibility to work evenings, weekends, and public holidays as required.

7. KEY DUTIES/RESPONSIBILITIES

- Supervise external bookings that utilise the sport and recreation facilities.
- Ensure the maintenance and cleanliness of recreation equipment and facilities to deliver a high level of service and presentation. Clearly understand, and correctly communicate, all MRCLC policies and procedures to users/ participants.
- Set up events and/or function room as required, as per booking forms.
- Pack up events and/or function room as required.
- Ensure the amenities are maintained to standards acceptable to the public and in accordance with health and safety practices and procedures.
- Assist in ensuring that all recreation and aquatics programs, projects, and events comply with relevant safety standards and practices.
- Monitor and report on the needs of members and users to ensure that service delivery can be continually improved to meet expectations.
- Provide information and advice to staff, community organisations, businesses, and residents on matters relating to MRCLC program-related services.
- Promote recreation and sports programs to ensure residents are aware of available opportunities and activities.
- In consultation with the Recreation and Aquatics Manager, assist in implementing recreation and aquatic activities, programs, and events that fully utilise Shire venues and facilities.

- Report emergency repairs and maintenance to the Recreation and Aquatics Manager.
- Attend and contribute to regular MRCLC team meetings and training where required.
- Adhere to the Shire of Merredin’s finance, budgeting, and administration processes.
- Use internal administration systems, including SynergySoft, for all administration requirements, including finance processes and recordkeeping.
- Support and promote the Shire of Merredin’s Code of Conduct and Policy Manual within the team and assist in the progression of the Shires’ strategic direction.
- Establish effective working relationships with colleagues and apply sound communication skills to resolve issues.
- Apply current Workplace Health and Safety policies and procedures, ensuring a safe working environment.
- Undertake projects and other duties as requested, which align with the position’s responsibilities.
- All other duties from time to time as requested by the Recreation and Aquatics Manager, Executive Manager Strategy and Community and/or Chief Executive Officer.

8. ORGANISATIONAL RELATIONSHIPS

Responsible to: Recreation and Aquatics Manager
Executive Manager Strategy and Community

Supervision of: Nil

Internal and External Liaison

Internal: Executive Manager Strategy and Community
Recreation and Aquatics Manager
Administration and Program Officer
Aquatic Coordinator
Community Services and Events Staff
Other Staff and employees

External: Councillors
Sporting Groups
Recreation Centre Patrons
Community Members
General Public
Government Agencies

9. EXTENT OF AUTHORITY

Operates under the direction of the Recreation and Aquatics Manager and Executive Manager Strategy and Community within established guidelines, procedures, and policies of Council as well as statutory provisions of the Local Government Act and all other relevant legislation.

10. SELECTION CRITERIA

Essential

- Well-develop communication skills, including sound customer service skills.
- Well-developed computer skills including the ability to use a range of programs.

- Ability to develop and implement procedures.
- Use of initiative and good organisational skills.
- Ability to work unsupervised and under pressure.
- Sound knowledge of WHS principles.
- Demonstrated ability to maintain confidentiality.

Desirable

- First Aid – HLTAID009,010 & 011 (Provide First Aid)
- Current Working with Children Check.

11. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance, Working with Children Check, and Pre-employment Medical Examination including Drug Test as a condition of employment prior to commencing duties.
- Annual Leave will apply by the Award indicated for this position.
- Uniforms will be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures, and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by and are expected to comply with the *Work Health and Safety Act 2020* and *Work Health and Safety (General) Regulations 2022*, along with the Shire’s Work Health and Safety Policy.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of this position.

<i>New employee</i>	New employee Signature:	Date:
<i>Current Manager</i>	Manager Signature:	Date:
<i>Chief Executive Officer</i>	CEO Signature:	Date: