Melton City Council

Aquatic & Leisure Services Lead

Position Description

PD: 00603

A welcoming and liveable
City accessible to all

1. Position details

Position Title	Aquatic and Leisure Services Lead
Directorate	City Life
Business Unit	Recreation and Facility Activation
Position Classification	Band 8
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Manager Recreation and Facility Activation
Supervises	• Consultants and Contractors
Internal liaisons	• All Council Departments including Councillors
External liaisons	• Contractors • Local, State & Commonwealth Government Agencies and Authorities • Professional Bodies • External service providers • Community

3. Our Organisation

1. **Council Values**
   Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. **Occupational Health and Safety**
   Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. **Melton City Council Policies and Procedures**
   Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. **Child Safe Environment**
   Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Lead the procurement and ongoing management of contracts for the operation of Council's aquatic and leisure facilities.
- Coordinate the development and implementation of strategies, plans and projects to support aquatic and leisure facility and service provision in the City of Melton.

5. Key responsibility areas

- Manage and oversee the administration of contracts for the operation of Council's aquatic and leisure facilities, ensuring Council and contractor responsibilities are met.
- Collaborate with contractors, internal and external stakeholders and the community to achieve Council's service aims and objectives for aquatic and leisure services.
- Prepare reports for senior leadership regarding the performance of Council's aquatic and leisure services and contractors against key performance indicators, approved plans and contract documents.
- Implement robust systems to govern Council's aquatic and leisure contracts and ensure facilities are operated in accordance with Councils expectations.
- Manage the procurement and transition of contractors to operate Council's aquatic and leisure facilities and lead the review of contract documents as required.
- Lead the implementation of the City of Melton Aquatic and Leisure Strategy and the development and delivery of service-related strategies, plans and policies.
- Support the preparation and implementation of the capital works program including business case development for aquatic and leisure services.
- Prepare and manage the services budget and approve expenditure within financial delegation and recommendation of expenditure beyond financial delegation.
- Remain up to date with industry trends and opportunities for aquatic and leisure facility and service provision as Council's subject matter expert.
- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

6. Accountability and extent of authority

- Review and analyse key governance documents submitted by contractors and make recommendations regarding approvals and variations.
- Provide specialist advice to other staff, management, Councillors, the community and other external stakeholders on matters pertaining to aquatic and leisure services.
- Ability to manage resources with the freedom to act governed by broad goals, policies and budgets, decisions and action taken may have a substantial impact on the business unit or on the public perception of the wider organisation.
- Freedom to manage specialist or regulatory units is subject to organisational goals and policies or legislation, decisions and actions taken may have a substantial effect on the community.

- Ability to develop policy options and strategic plans with a wide freedom to act, policies or strategic plans adopted may have a substantial impact on the organisation and/or community.

7. Judgement and decision making

- Make timely and clear operational decisions and if required direct contractors to take corrective action to ensure safety, facility presentation and service standards are maintained.
- Proven capability to perform in a role that encompasses both problem solving and strategic planning.
- Demonstrated ability to utilise and contribute to the development and adaptation of methods, procedures and processes that are less well-defined.
- Highly developed skills in identifying and analysing options before making decisions, including where the options are not predefined.
- Ability to identify and develop policy options within the functional area for consideration by senior leadership.

8. Specialist knowledge and skills

- Knowledge of issues and trends affecting aquatic and leisure services with the capacity to provide specialist advice and leadership.
- Exceptional skills in contract planning, administration, performance reporting and working collaboratively with contractors.
- Highly developed skills in strategic and operational planning for aquatic and leisure services.
- Proficiency in applying theoretical or scientific approaches to address new problems and opportunities, including those outside the original field of specialisation.
- Understanding of the long-term goals of Council, as well as the organisation's values and aspirations within the legal, socio-economic and political context of operations.
- Possess sound knowledge of budgeting and relevant accounting and financial procedures.

9. Management skills

- Contract management skills to achieve desired outcomes and high standards of service delivery aligned with Council's corporate goals and objectives, taking account of organisational and external constraints and opportunities.
- Project management skills, including planning projects, developing project briefs, managing project teams and implementing and monitoring task schedules.
- Capability to supervise employees with tertiary qualifications or employees with extensive experience.
- Highly specialised management skills to achieve objectives and goals, taking account of organisational and external constraints and opportunities.

10. Interpersonal skills

- Excellent interpersonal skills and the ability to represent Council, facilitate contracts and sensitive meetings, and engage stakeholders.
- Ability to persuade, influence and negotiate with contractors, members of the public, employees and representatives of other organisations to achieve specific objectives.
- Exceptional written communication skills, including proficiency in preparing high-level reports.

- Ability to build and maintain positive working relationships with external groups and the community, using excellent interpersonal skills to resolve problems effectively.

- Ability to lead, drive change and work collaboratively across multidisciplinary teams.

11. Qualifications and experience

- Tertiary qualification and several years' experience in aquatic and leisure facility contract management, service provision or a similar field or lesser formal qualifications combined with extensive and diverse specialist experience.
- Extensive experience in aquatic and leisure centre management and contract management, including engagement and supervision of consultants and contractors.
- Demonstrated experience in strategic and operational planning including change management, service delivery and financial management.
- A current, valid Victorian driver's licence and Working with Children Check.

12. Key Selection Criteria

1. Tertiary qualification and several years' experience in aquatic and leisure facility contract management, service provision or a similar field or lesser formal qualifications combined with extensive and diverse specialist experience.
2. Experience in leadership roles with a proven ability to work collaboratively.
3. Demonstrated experience in administering aquatic and leisure contracts and negotiation skills.
4. Excellent interpersonal, written and oral communication and presentation skills.
5. Demonstrated experience in developing and implementing strategic and operational plans relating to aquatic and leisure facilities and services.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Recreation and Facility Activation	November 2026	
Approved by Position Title	Date Approved	
Incumbent's name	Signature	Date