

Information Pack

Senior Coordinator Community and Recreation Facilities

Your application should be lodged online – [City of Rockingham Jobs](#)

Applications must be submitted by Monday, 16 November 2026

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process.

"Refer to Resume" is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Location	Administration Building, Civic Boulevard, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	\$120,603 - \$128,590 per annum, plus superannuation
Tenure	Permanent, Full Time
Hours of Work	An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 19-day month (ie 152 hours worked over 19 days, with the 20 th day rostered off). Other options may be discussed and agreed with the work area Manager.
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued monthly
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	<p>If your application progresses beyond interview you will be required to:</p> <ul style="list-style-type: none">• Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so.• Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not.• Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description



Title:	Senior Coordinator - Community and Recreation Facilities
Tenure:	Permanent, Full-time
Division:	Community Development
Level:	8 - Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help whenever we can, and understand that it's not just about 'our team'



Position Objectives

- Oversee the successful management of the Mike Barnett Sports Complex (MBSC), Baldivis Indoor Sports Complex (BISC), Rockingham Autumn Centre and the Community and Recreation facilities
 - Lead and develop a supportive team and contribute toward a collaborative culture which achieves team and organisational goals
 - Support the Manager Community and Leisure Facilities to deliver relevant strategies and plans across the identified facilities
 - Ensure all the community and recreation facilities operate in accordance with legislative, regulatory and compliance requirements
 - Ensure that all areas of the community and recreation facilities under responsibility are operated with the highest regard to safety, quality and service
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Organisational Relationships

Reporting to:	Manager Community and Leisure Facilities
Responsible for:	All Mike Barnett Sports Complex, Baldivis Indoor Sport Complex, Autumn Centre staff and Community Facilities staff
Membership of:	Community and Leisure Facilities Team
Liaison with:	Directors, Managers, City of Rockingham teams, patrons and stakeholders

Organisational Chart

Manager Community and Leisure Facilities
Senior Coordinator Community and Recreation Facilities
Coordinator Mike Barnet Sports Complex (MBSC)
Assistant Coordinators (MBSC)
MBSC Staff
Coordinator Baldivis Indoor Sports Complex (BISC)
Assistant Coordinators (BISC)
BISC Staff
Coordinator Rockingham Autumn Centre (RAC)
Assistant Coordinator (RAC)
RAC Staff
Coordinator Community Facilities
Community Development Officer (CALF)
Caretakers

Key Responsibilities

- Oversee the development, delivery and evaluation of programs across a range of services including health, wellness and future innovative programs and active seniors' programs
- Develop the annual team plans for the community and recreation facilities
- Undertake annual customer satisfaction surveys for relevant facilities
- Monitor annual facility budgets and propose relevant fees and charges for all facilities within portfolio
- Oversee a risk management plan for the facilities in accordance with the City's Risk Management Framework
- Implement and monitor all administrative systems to effectively manage the facilities
- Implement and monitor all Work Health and Safety, Environment and Risk Management systems to ensure compliance with the City's Policies and Procedures
- Coordinate human resource management, including recruitment, ensuring accuracy and timely submission of timesheets and other payroll related tasks
- Work with other City departments to ensure the asset maintenance and replacement program is developed, costed and submitted to Council for consideration
- Communicate with staff on a regular basis and ensure a strong culture aligns with the City's RESPECT program
- Ensure all facilities have approved operating policies and procedures

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- Demonstrate a commitment to WHS and the assessment/management of safety risk that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
 - Perform other duties as directed when appropriate to the scope and level of this position
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Requirements of the Job

Skills, Knowledge and Experience

Essential

- Exceptional time management and organisational skills
- High level of financial management
- Well-developed strategic thinking for community and recreation facilities
- High level of written and verbal communication skills including report writing
- Ability to work unsupervised and provide leadership to a large team
- Comprehensive knowledge of program activities, maintenance schedules and staff supervision
- Comprehensive knowledge of emergency and evacuation procedures and life support equipment
- Comprehensive knowledge of Community and Recreation Facility trends, technological advancements and innovations
- Knowledge of community and recreation facility legislation, policies and operational procedures
- Experience in administering maintenance contracts
- Experience in marketing promotion, planning, coordination and programming of facility related opportunities, events and activities
- Knowledge of membership bases and ways to promote and market the benefits of memberships
- Experience in the operation and management of community and recreation Facilities
- Experience in the supervision of staff and roster systems
- Experience in the coordination of cleaning and maintenance programmes
- Experience in the safe handling and emergency and evacuation procedures
- Experience in collection and handling of cash receipts and accounting principles
- Experience in the preparation of reports and bulletins
- Sound knowledge and experience in preparing and monitoring facility budgets

Desirable

- Knowledge of the Local Government procurement policies and procedures
- Knowledge of the preparation of Council Reports

Qualifications, Certifications and Licences

Essential

- A relevant tertiary qualification in Leisure Science/Recreation or Business/Commerce
- Current Provide First Aid and CPR Certificate
- West Australian C Class Driving Licence

Desirable

- Current LIWA accreditation
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Scope of Position

The Senior Coordinator Community and Recreation Facilities:

- Works under the broad direction of the Manager Community and Leisure Facilities
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgment within clearly established procedures and guidelines

Authorised Officers

This role is listed as an authorised person appointed by the Local Government and/or the Chief Executive Officer of the City of Rockingham. Authorised persons are appointed to exercise decision-making powers for specific legislation.

There may be limits on the authorisation. Some legislation may require the authorised person to have an authorisation certificate. The authorisation certificate(s) must be in possession of the officer when exercising powers as an authorised person.

Financial Authority

This position has delegation to authorise the purchase of goods and services on behalf of the City.

Certification

Approved by	Manager Community and Leisure Facilities	Date reviewed	September 2026
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Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)

This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job.

You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.

It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.

Selection Criteria (Required)

The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your application.

If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.

Covering Letter (Required)

You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.

Referees

Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager.

Provide names, work addresses and contact telephone numbers of referees.

Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.

Qualifications, Certificates, References, etc.

Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application.

If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.

Some positions require you to have a current Working With Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.

If you have any queries

Please contact a member of the Human Resource Development Team.

jobs@rockingham.wa.gov.au or by calling 08 9528 0333.
