

Position Description



Title

Position Title:	Team Leader Sport Facilities & Activation
Classification:	Band 7
Directorate:	Sustainable Communities
Department:	Recreation and Leisure
Approved by:	Manager Recreation and Leisure
Date approved:	September 2026

1. Position Overview

The Team Leader Sport Facilities & Activation is responsible for ensuring the Hobsons Bay community has access to quality sport and recreation facilities and services which promote healthy and active lifestyles.

The role will manage and activate the use of Council's sport and recreation facilities, implement policies, procedures and programs, and work with a range of stakeholders to establish partnerships which increase participation in sport and recreation within Hobsons Bay.

Lead, coach and develop staff within the Sport and Recreation team, ensuring delivery of service outcomes and continuous improvement initiatives.

2. Position Objectives

- Lead the operations and function of the Sport and Recreation team, including direct supervision of two officers within the unit.
- Lead the implementation of key policies, in relation to the development, management and use of Council's sport and recreation facilities.
- Ensure all sport and recreation tenancy agreements are updated, in conjunction with internal stakeholders.
- Negotiate outcomes relating to reactive sports club and community matters, to ensure positive outcomes are achieved which align to Council objectives.
- Coordinate and oversee the administration of sport and recreation facility allocations, bookings and permits ensuring compliance with Council policies.
- Coordinate the administration of requests from user groups proposing to undertake facility improvement works to Council facilities.
- Represent, or delegate representation on relevant committees, meetings and workshops.
- Remain up to date with current issues, trends, programs and opportunities relating to the

sport and recreation industry.

- Contribute to corporate reporting through Council's internal reporting systems.
- Other duties as directed, up to and consistent with the level of responsibility of the position.

3. Organisational relationships

Internal	External
• Parks & Open Space • Facilities Maintenance • Community Development • Community Engagement • Strategic Communications • Finance • Events • Property	• HBCC sporting clubs • Local community • State and Federal Government • External consultants and contractors • State and National Sporting Associations
Reports to:	
• Coordinator Sport & Recreation	
Supervises	
• 2 x Sport & Recreation Officers	

4. Position Characteristics

Accountability and Extent of Authority

Manage resources and/or provide advice to or regulate customers and/or participate in the development of policy.

The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.

Provide specialist advice to or regulate customers, the freedom to act is subject to professional and regulatory review. The impact of decisions made, or advice given, may have a substantial impact on individual customers or classes of customers.

In positions where the prime responsibility is in policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed. All positions in this Band would have an input into policy development within their area of expertise and/or management.

Judgement and Decision Making

Essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem-solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation.

In positions where the prime responsibility is in policy formulation, the primary challenge will

Hobsons Bay City Council

(03) 9932 1000

customerservice@hobsonsbay.vic.gov.au

NRS: 133 677 (for the deaf, hearing or speech impaired)



www.hobsonsbay.vic.gov.au

[facebook.com/HobsonsBayCityCouncil](https://www.facebook.com/HobsonsBayCityCouncil)

twitter.com/HobsonsBayCC

115 Civic Parade, Altona
PO Box 21, Altona 3018



be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

Specialist Skills, Knowledge and Experience

Positions level require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities.

Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.

An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates is required.

Knowledge of, and familiarity with, the principles and practices of budgeting and relevant accounting and financial procedures may be required.

Management Skills

Positions require skills in managing time, setting priorities and planning and organising own work, and where appropriate, that of other employees so as to achieve specific and set objectives in the most efficient way within the resources available and within a set timetable, despite conflicting pressures.

Positions require an understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee development schemes, and contribute to the development and implementation of long term staffing strategies.

Interpersonal Skills

Positions require the ability to gain co-operation and assistance from customers, members of the public and other employees in the administration of broadly defined activities, and to motivate and develop employees.

Employees must be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.

Qualifications and Experience

The skills and knowledge needed for entry to Band 7 are beyond those normally acquired through tertiary education alone and would be gained through completion of a degree or diploma course with several years of subsequent relevant experience.

Skills and knowledge might be acquired through higher formal qualifications, either in the field of specialist expertise or in management, together with a shorter period of experience, or they might be acquired through lesser formal qualifications with extensive relevant experience.

5. Key Selection Criteria

- Tertiary qualification in Recreation, Management or related discipline or a minimum of five years working within local government, other levels of government or a related sport and recreation field.
- Substantial knowledge of sport and recreation industry trends and issues, including a demonstrated understanding of how community sports club committees' function.
- Effective analytical, problem solving, negotiating and decision-making skills.
- Excellent collaboration and engagement skills with a demonstrated ability to produce positive

Hobsons Bay City Council

(03) 9932 1000

customerservice@hobsonsbay.vic.gov.au

NRS: 133 677 (for the deaf, hearing or speech impaired)



 www.hobsonsbay.vic.gov.au

 facebook.com/HobsonsbayCityCouncil

 twitter.com/HobsonsbayCC

115 Civic Parade, Altona
PO Box 21, Altona 3018



and effective outcomes.

- Strong report writing and briefing skills, combined with a high level of communication and interpersonal skills.
- Demonstrated experience in leading, developing and managing staff.

6. Inherent Requirements

The occupant of the position will be required to meet the following inherent requirements:

Compliance

- Current and valid working rights for Australia
- Ability to satisfactorily pass a national police check (and where necessary an international check)
- Require current employee Working with Children Check card
- Require current Victorian Driver's Licence (or ability to travel between required work locations in a timely fashion).

Physical

Daily work will be performed in an office environment, as such:

- Physical demands are sedentary to light requiring the ability to sit, stand, reach, bend, lift and pull using safe manual handling practices.
- You may be exposed to conditions normally encountered in an office environment.
- Ability to undertake and pass a physical assessment against the inherent physical requirements of the role.

Psycho-social

- Resilience and adaptability
- Ability to manage stress effectively, maintain a positive attitude, and demonstrate emotional intelligence
- Strong self-motivation, a collaborative approach, and a commitment to upholding ethical standards and Council values.

Hobsons Bay City Council

(03) 9932 1000

customerservice@hobsonsbay.vic.gov.au

NRS: 133 677 (for the deaf, hearing or speech impaired)



 www.hobsonsbay.vic.gov.au

 facebook.com/HobsonsBayCityCouncil

 twitter.com/HobsonsBayCC

115 Civic Parade, Altona
PO Box 21, Altona 3018

