



POSITION DESCRIPTION

Leisure Centre Lead

Incumbent:	VACANT
Department:	Recreation
Location:	Ararat Fitness Centre, Ararat
Reports to:	Chief Executive Officer
Supervises:	All Fitness Centre staff
Employment Status:	Full-time
Award Classification:	Band 7
Prepared by:	Human Resources Lead
Approved by:	Chief Executive Officer

Position Summary

This position is responsible for the operational management and continuous improvement of Council’s aquatic, fitness and recreation services.

The role contributes to the development and implementation of service plans, programs, and initiatives that support community wellbeing and participation, ensuring facilities operate efficiently, safely, and in alignment with Council’s strategic objectives.

The position exercises a high degree of autonomy within established policies, procedures, and budgets, applying professional judgement in the management of services, staff, and resources, and provides operational advice to management on sport, recreation, and leisure services.

Key Responsibilities

- Contribute to the planning, development, and review of leisure services, ensuring alignment with Council plans and community needs.
- Identify and implement service improvements, participation initiatives, and operational efficiencies.
- Assist in the development and delivery of service plans and facility improvement initiatives.
- Manage the day-to-day operations of the Ararat Fitness Centre and Council’s outdoor pool network.
- Ensure delivery of safe, compliant, and high-quality services, including maintaining and improving operational procedures.
- Support the management of outsourced and contracted services, including monitoring performance and compliance.
- Prepare, monitor, and manage operational budgets, ensuring services are delivered within allocated resources.
- Assist in identifying and pursuing grant funding and external funding opportunities.
- Supervise and support staff, including rostering, training, and performance management.
- Foster a positive, customer-focused team culture.
- Implement changes to services, programs and operations as required to support continuous improvement.
- Maintain effective working relationships with community groups, sporting clubs, user groups, and service providers.
- Represent Council at meetings and forums as required, primarily in relation to operational matters.
- Respond to and resolve stakeholder issues, feedback, and complaints.
- Play an active role in Emergency Management when required.
- Ensure compliance with Council’s Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.



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Accountability & Extent of Authority

- Accountable for managing and overseeing major service areas, impacting community engagement and Council's strategic goals.
- Authority to make strategic and financial decisions within established policies, objectives, and budgetary frameworks.
- Provide comprehensive and expert advice to senior leadership on policy development and service delivery.
- Ensure the implementation of policies, systems, and service models that align with Council's strategic objectives.
- Significant autonomy in decision-making, with freedom guided by council policy and strategic objectives.
- Decision-making impacts service outcomes, community engagement, and financial performance.

Judgement & Decision Making

- Exercise independent judgement in problem-solving, recognising the limits of established methods and adapting as necessary.
- Utilise comprehensive understanding of legislation and policy frameworks to inform decision-making.
- Innovate and implement evidence-based solutions when addressing complex or previously unencountered challenges.
- Operate autonomously, with the ability to escalate significant or strategic issues when appropriate.

Specialist Knowledge & Skills

- Comprehensive expertise in the management of leisure and aquatic facilities, along with a deep understanding of industry standards and trends.
- Advanced strategic planning, business development, and robust financial management capabilities.
- Profound knowledge in governance, risk management, compliance, and public sector accountability.
- Proven capacity to spearhead substantial service improvements and direct organisational change initiatives.

Management Skills

- Demonstrated ability in managing and guiding multi-disciplinary teams, focusing on effective workforce planning, performance management, and staff development.
- Build and nurture a high-performance culture that is customer-centric.
- Lead key change management initiatives, ensuring smooth transitions for staff, services, and stakeholders.
- Develop and maintain strategic partnerships with community organisations, sporting clubs, government entities, and industry stakeholders.

Interpersonal Skills

- Exemplary skills in communication and negotiation, capable of influencing and advocating effectively among diverse groups.
- Possess keen political awareness, enabling effective operation within local government governance frameworks.
- Skilled in managing sensitive issues and addressing high-profile community matters.

Qualifications & Experience

- Substantial experience in leading the management of leisure, aquatic, or community service operations.
- Demonstrable achievement in strategic planning, financial management, and service delivery improvement.



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- Effective leadership in team management, successful change initiatives, and achieving organisational objectives.
- Tertiary qualification in sport/recreation management, business or related field, supplemented by significant experience.
- Experience within Local Government is considered advantageous.
- Valid Working with Children and Police Check.
- Current Level 2 First Aid and CPR certificate.

Special Characteristics

This position may involve weekend and evening work according to roster under the provisions of the Ararat Rural City Council Enterprise Agreement - Employees Engaged in Recreation Centres.

Key Selection Criteria

1. Describe your experience managing leisure, aquatic, or community facility operations.
2. Provide an example of how you have developed or improved a service or program to meet community needs.
3. Outline your experience managing budgets and ensuring efficient, sustainable service delivery.
4. Describe how you lead teams, manage performance and foster a positive, customer-focused culture.
5. Provide an example of how you have built and maintained effective relationships with community groups, clubs or partners.
6. Describe how you ensure compliance and safety while resolving complex operational issues.

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the Human Resources Lead		
Approved by the Chief Executive Officer		