Role Description
Recreation Coordinator - Sport and Recreation Officer

Cluster	Education
Agency	Department of Education
Classification/Grade/Band	Office of Sport - Program Officers
ANZSCO Code	272612
PCAT Code	1119192
Date of Approval	20 April 2017
Agency Website	www.dec.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

Primary purpose of the role

Supervise a departmental school's sport and physical recreation programme.

Key accountabilities

- Manage and enhance the school's sport and physical recreation programme
- Liaising with clubs to develop best practice in coaching and youth development
- Undertake the administration for the programmes in accordance with departmental policy and procedures
- Develop approach to increasing participation and to promote the sports programs
- Manage resources and facilities

Key challenges

- Maintaining knowledge of sports education and student self development best practice
- Overseeing multiple sporting and development activities across diverse locations
- Managing relationships with the diverse internal and external stakeholders

Key relationships

Who	Why
Internal	
School principal or appointed delegate	• Receive guidance and instructions; escalate significant issues • Receive feedback regarding performance

Who	Why
Non teaching staff	• Maintain cooperative working relationship and liaise to ensure coordinated approaches
Students/Staff	• Behave respectfully, courteously and helpful at all times
External	
Communicty and sports organisations	• Develop and maintain relationships with community and sports organisations

Role dimensions

Decision making

Responsible for the quality and integrity of information as directed by the Principal. Refers matters that require a wider range of knowledge of expertise to principal or work team. Exercises good judgement at all times.

Reporting line

Principal or appointed delegate

Direct reports

Nil

Budget/Expenditure

As per departmental financial delegations

Essential requirements

- Valid Working With Children Check clearance

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
	Display Resilience and Courage	**Foundational**
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity	Foundational
	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	**Intermediate**
	Deliver Results	Foundational
	Plan and Prioritise	**Intermediate**
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	**Foundational**

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Display Resilience and Courage	Foundational	• Be open to new ideas and approaches • Offer own opinion, ask questions and make suggestions • Adapt well to new situations • Do not give up easily when problems arise • Stay calm in challenging situations
Relationships Influence and Negotiate	Intermediate	• Utilise facts, knowledge and experience to support recommendations • Work towards positive and mutually satisfactory outcomes • Identify and resolve issues in discussion with other staff and stakeholders • Identify others' concerns and expectations • Respond constructively to conflict and disagreements

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Keep discussion focused on the key issues
Results Plan and Prioritise	Intermediate	• Understand the team/unit objectives and align operational activities accordingly • Initiate, and develop team goals and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Business Enablers Project Management	Foundational	• Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules