



JOB DESCRIPTION

TITLE: Recreation Reserve Liaison Officer

LEVEL: 5

RESPONSIBLE TO: Director Governance and Community

Position Status:	Continuing Employment - Full Time
Position Approved by: <u>R. C. I.</u> Rebecca Taylor, Acting Director Governance and Community Date: 01/04/2026	

POSITION OBJECTIVES:

This position acts as the primary point of contact between Council and reserve committees and user groups across Council's recreation reserves. This role ensures effective communication, supports committees in fulfilling their responsibilities, and helps ensure reserves are safe, accessible, and well-managed in line with Council policies and community needs.

KEY RESPONSIBILITIES:

- Provide secretarial support and work with the Council's Recreation Reserve Committees to manage Council's Recreation Reserves.
- Provide support and guidance to all recreation reserve committees to increase communications and identify opportunities for promotion and growth.
- Develop and build relationships with NTG representatives and peak sporting bodies to promote Litchfield recreation reserves.
- Contribute to the development and implementation of relevant plans, strategies and policies relating to sport, recreation and reserves.
- Facilitate the implementation of Council's Sport, Recreation and Open Space Strategy.
- Support the monitoring of leases and user agreements for recreation reserves.
- Analyse and interpret complex information in order to draft accurate and timely Council reports.
- Receive, assess, and prioritise maintenance requests for recreation reserves in accordance with available budget and asset management plans.
- Coordinate works with internal maintenance teams and external contractors.
- Project manage small maintenance projects with guidance from the infrastructure team.
- Assist with routine inspections and manage before/after photograph records for facility usage.
- Support Council's Customer Service with bookings, keys, and access queries for user

groups.

- Provide support across the Community Team during peak periods and priority initiatives, including major events and other high-demand activities as required.
- Other duties as directed within the skills and abilities of this position.
- Meet all Work Health and Safety requirements and follow appropriate safety and health practices for self and others.

CLASSIFICATION CRITERIA

AUTHORITY AND ACCOUNTABILITY:

- Ensure all tasks are conducted in accordance with the relevant Litchfield Council policies and procedures.
- Responsible for completing work with elements of complexity, however guidance is available from senior staff.

JUDGEMENT AND PROBLEM SOLVING:

- Required ability to solve problems and make judgement with analysing a number of options.
- Judgment requires some creativity and originality.
- Be able to apply a flexible approach to working with community groups, organisations and individuals.
- Relevant guidance and counsel will be provided by senior staff.

SPECIALIST KNOWLEDGE AND SKILLS:

- Sound computer /data entry and literacy skills.
- Excellent verbal and written communication skills.
- Attention to detail and accuracy in undertaking operational activities.
- Knowledge of trends and issues relating to sport and community participation in recreation.

MANAGEMENT SKILLS:

- Ability to work autonomously and/or in a team environment.
- Ability to efficiently and effectively plan and use own time in setting priorities to achieve set objectives within set timelines.
- Ability to engage people across different operational levels and diverse backgrounds.
- Ability to manage projects through to completion.

INTERPERSONAL SKILLS:

- Ability to relate professionally with a diverse range of people.
- Demonstrated interpersonal skills including persuasive skills.
- Excellent verbal and written communication skills.
- Ability to write detailed and non-standard reports and correspondence.

ORGANISATIONAL RELATIONSHIPS:

- This role is in the Community Team and works closely with the Community Participation Officer to achieve shared objectives, including the delivery of successful community events at Council's recreation reserves and the promotion and utilisation of recreation reserves.

- This role will work closely with the Infrastructure and Assets department to seek guidance on maintenance projects and ensure compliance with relevant standards and requirements

QUALIFICATIONS AND EXPERIENCE:

- Relevant certificate or diploma in project management or community engagement, or relevant experience.
- Experience in managing community facilities and/or committees.

KEY SELECTION CRITERIA:

- Relevant qualification or experience in project management or community engagement.
- Demonstrated experience in managing community facilities and small maintenance projects.
- Experience in working with community groups to achieve outcomes beneficial to relevant stakeholders.
- Demonstrated self-management skills including time management.
- Excellent verbal and written communication skills.
- Ability to relate professionally with a diverse range of people.
- Current NT Driver’s license.
- Current Working With Children’s Card or ability to obtain.

CHANGES TO JOB DESCRIPTION:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council’s work environment– including technological requirements or statutory changes.

Approved: (Manager/Supervisor) Date:

Employee: Date: