

POSITION DESCRIPTION

POSITION: Sports Development Coordinator	
DIRECTORATE: City Planning and Communities	GROUP: Events, Sport and Cultural Services
SECTION: Stadium and Major Events	REPORTS TO: Section Leader Stadium and Major Events
GRADE: H	EMPLOYMENT TYPE: Full-time
HOURS/WEEK: 35	POSITION No.: 721
DATE: March 2026	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

The City Planning and Communities Directorate is focused on planning and providing for a thriving and vibrant regional city with active, connected and engaged communities. The Directorate is responsible for delivering our sporting and cultural facilities, along with providing strong land use planning frameworks to support appropriate development and building activity across the City.



THE GROUP/SECTION

Our Events, Sports & Cultural Services Group ensures the effective delivery of community focused functions, including library, museum, gallery and theatre facilities, as well as pool and lifeguard services, whilst delivering high quality local, state and international events including the management of the City's sporting facilities.

POSITION OBJECTIVES

To support the City's leadership team in fostering a high-performance organisation through the development of people, processes and strategic initiatives, while leading the planning and development of City-managed sporting facilities. The role coordinates strategic sports facility planning, grant funding opportunities and future growth strategies, provides specialist advice to internal and external stakeholders on sports facility matters, and contributes to the delivery of best-practice venue and event operations across the City's major sporting venues and precincts.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management



Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Coordinate the preparation and review of the City's Sport and Active Recreation Strategy, Plans of Management and other strategic sport and recreation planning documents.
- Maintain and update relevant asset management systems and tools relating to City-managed sporting facilities.
- Coordinate the development of masterplans, concept plans and feasibility assessments for new or upgraded sports facilities, including preliminary costings and planning inputs.
- Coordinate planning for sport-related infrastructure, including developer contribution planning under Section 94 / local infrastructure contributions frameworks.
- Align external requests for community sport facility upgrades and capital works with the City's Sport and Active Recreation Strategy and other endorsed plans, providing guidance to sporting organisations on strategic priorities, staging and facility standards.
- Coordinate the preparation and submission of grant and funding applications for City-managed sports facilities and related projects.
- Liaise with national, state and local sporting associations regarding facility requirements, planning matters and sport-specific needs.
- Provide strategic advice to sporting organisations and internal stakeholders on sports facility planning, development and management.
- Coordinate regular engagement with local sporting organisations and stakeholders to support communication, collaboration and knowledge sharing.
- Deliver programs and initiatives that build the capability of local sporting clubs and associations to operate effectively and adopt best practice governance and management practices.
- Represent the City on sport-related advisory groups, committees and forums, as required.
- Facilitate future growth strategies for sport within the City, identifying emerging trends, participation opportunities and facility needs.
- Assist with the preparation of sporting event bid documentation and support the delivery of best practice venue and event operations in collaboration with relevant internal teams.
- Assist and support venue and event operations teams during event planning, bump-in/bump-out, event days and peak operational periods, including undertaking frontline duties where required to support safe, efficient and well-coordinated venue and event operations.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- Group Leader Events, Sport and Cultural Services
- Section Leader Stadium and Major Events
- Stadium and Major Events staff

External

- National and State Sport Organisations
- Local and District Sporting Associations
- Sport Facility Operators and Lessees

OTHER POSITION REQUIREMENTS

- Based on a 35, the ordinary hours of work will be between 05:00 and 23:00 Monday to Sunday. Actual start and finish times within this span will be arranged with your People Leader in accordance with the facility roster.
Shift penalties in accordance with the Award will apply for ordinary hours worked at the following times:
 - Weekdays outside of 05:00 - 23:00 shift penalty 20%
 - Saturday shift penalty 25%
 - Sunday shift penalty 50%.
- Flex time may be available in accordance with City procedures.
- This position is located across venues managed by Stadium and Major Events including C.ex Coffs International Stadium, The Hub2, Wiigulga Sports Complex and Yarrila Place with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position involves working in a predominantly indoor environment and using a computer is considered a core component of the role. There may be occasional visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, including manual handling tasks as part of a normal working environment. A medical assessment will be required to be completed prior to commencement.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Tertiary qualifications in Sport Management, Recreation Management, Planning, or a related discipline
- Relevant experience in sports development, sports facility planning and/or strategic planning.
- Current Class C Drivers Licence.

Desirable

- Previous experience in event or venue coordination
- Forklift licence.
- Senior First Aid

CAPABILITIES

- Strong stakeholder engagement capability, with the ability to effectively liaise with sporting organisations, government agencies and community groups.
- Demonstrated commitment to customer service excellence and effective relationship management.
- Collaborative and team-oriented approach to the delivery of programs, services and events.
- Ability to manage and coordinate multiple projects and competing priorities while meeting deadlines.
- High level written and verbal communication skills across a range of communication channels.
- High level proficiency in the use of contemporary technology platforms and information systems.

**Position Demands Analysis
Sports Development Coordinator**

EXPOSURE RATING TABLE					
No exposure	Low Exposure	Medium Exposure	High Exposure		
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily		
0	1	2	3		
PHYSICAL REQUIREMENTS					
All lifting to be undertaken using effective risk based manual handling techniques					
Sedentary work Lifting 0 - 4.5kg	3	Elevating arms above shoulder height	1	Climbing to access / exit excavations	0
Light work Lifting 4.5 - 9.1kg	1	Extend arms for reaching	1	Kneeling for extended periods	0
Medium work Lifting 9.1 - 22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7 - 45.5kg	0	Standing for extended periods	2	Balancing	0
Repetitive Lifting	1	Walking for extended periods	2	Hearing above background noise	1
Pulling Loads > 5kg	0	Walking on uneven ground	0	Depth perception	0
Pushing loads > 5kg	0	Frequent bending / stooping	0	Colour vision	0
Lifting with trunk twisting	0	Shovelling / digging	0	Fine manipulation	0
		Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	1	Dust Mask / Respirator	0	Reflective vest	0
Hard hat	0	Protective eyewear	0	Breathing Apparatus (BA)	0
Ear plugs / muffs	0	Gloves	1		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	0			Odours / Mists / Fumes	0
Liquids	0			Possible exposure to sharps	0
Herbicide spraying	0			Possible exposure Q Fever	0
Pesticide spraying	0			Possible exposure to Tetanus	1
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	1
Working with solvents	0			Possible exposure to blood / bodily fluids	1
				Possible exposure to plant pathogens	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	2	Slippery surfaces	0
Outside work	2	Operating machinery	0	Low light areas	0
Confined spaces	0	Vibration	0	Shift work	2
Working alone	1	Working at heights	0	Use of computer for screen-based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged Driving (periods > 2hrs)	0
Working with cold substances	0	Low Temperatures < 3 degrees	0	Violence/aggression from customers	1
Noisy work areas	1	Fatigue	0	Threat/attack from animals / wildlife	0