



## Aligned Leisure

ABN 58 608 613 350 ACN 608 613 350  
Swinburne Centre, Yarra Park, Richmond  
PO Box 48 Richmond VIC 3121  
alignedleisure.com.au

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	People & Compliance Coordinator
<b>EMPLOYER:</b>	Aligned Leisure Pty Ltd
<b>LOCATION:</b>	Albury Wodonga Aquatic Facilities
<b>DEPARTMENT:</b>	People & Compliance
<b>REPORTS TO:</b>	Albury Wodonga Leisure Manager
<b>DIRECT REPORTS:</b>	Childcare Captain
<b>TYPE OF EMPLOYMENT:</b>	Full Time
<b>KEY RELATIONSHIPS:</b>	Albury and Wodonga City Council leisure staff and Richmond Football Club Human Resources and Finance teams.

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### ABOUT US:

Aligned Leisure is a 100% owned subsidiary company of the Richmond Football Club, established as a vehicle to manage the operations of Richmond's health, fitness, and leisure business activities.

Our programs and services are not about us, they are about our partners and they will always be in total alignment with the needs of the specific community that we are servicing. We deliver best value to our partners by aligning our programs and services with local Municipal Health and Wellbeing Plans that highlight unique key community priorities.

### POSITION PURPOSE:

This crucial role will ensure the efficient administration of people, finance and contract functions of the business. The People & Compliance Coordinator will ensure compliance to legislation, contracts and policy and work collaboratively with all stakeholders. They will oversee all of Aligned Leisure's systems within Albury Wodonga, especially the monitoring of contract compliance and business plan progress. An important member of the leadership team, they will work across all departments and all locations.

This position will work relentlessly to implement the Aligned Leisure purpose of **CONNECTING TO THRIVE AND WIN**, values of **AWARE, DISCIPLINED, RELENTLESS** and **UNITED**, and associated behaviours throughout the entire team.

Aware + Disciplined  
+ Relentless + United

## **KEY RESPONSIBILITIES:**

### **1. Culture Development**

- Support the Manager in leading the Aligned Leisure way of working.
- Ensure the purpose, values and behaviours are integrated into every aspect of our work and our staff teams.
- Lead the local reward and recognition programs.
- Oversee the regular culture survey process, communication and responses.

### **2. Human Resource Management**

- Manage all administration requirements related to people, including recruitment, personal details, performance and compliance.
- Ensure all people documentation complies with laws, regulations, contracts and policies.
- Oversee the use of the staff rostering, time and attendance system.
- Communicate upcoming people milestones to appropriate staff to ensure that they can self-manage compliance, training and qualifications; and to recognise and reward work anniversaries.
- Maintain an up to date qualification, training and document register.
- Implementation and ongoing management of the White Ribbon Accreditation program.
- Compliance and administration of all traineeships or placements in line with approved strategy.
- Reporting as required.

### **3. Administration of contract compliance and all financial processes**

- Maintain a thorough understanding of Aligned Leisure's contract obligations within the Albury Wodonga region.
- Support the documentation of all contract compliance milestones across all teams.
- Maintain accurate records of contract correspondence between Aligned Leisure, Albury and Wodonga City Council's and other contract partners.
- Coordinate the monthly reporting requirements of Aligned Leisure within Albury and Wodonga for various stakeholders/partners.
- Manage the financial aspects of the Customer Relationship Management systems, including direct debit, memberships, accounts receivable, bank reconciliation, reporting and pricing.
- Accurate and timely processing of accounts payable and receivable.
- Regular communication with Richmond Football Club Finance team.
- Maintain a thorough understanding of the administrative functionality of the Customer Relationship Management systems.

### **4. Child Care program delivery compliant to all regulations**

- Manage the childcare service at the Wodonga Sports & Leisure Centre.
- Ensure compliance to all legislation and regulations.
- Act as Wodonga Sports & Leisure Centre's nominated representatives for the childcare license.
- Provide supervision, leadership and development for all childcare staff.
- Work with Childcare Captain to provide regular children's programming information and content for all Albury Wodonga communication channels.

### **5. Administrative support to Albury Wodonga Leisure Manager**

- Provide administrative support to the Albury Wodonga Leisure Manager.

## **6. Member of the Albury Wodonga Aquatics Facilities Leadership Team**

- Role model the values of Aware, Disciplined, Relentless and United and associated behaviours at all times, instilling these values and behaviours throughout the organisation and ensuring that all new staff are hired with these values in mind.
- At all times act in the best interests of Aligned Leisure, Albury and Wodonga City Council's. If at any time a member of the leadership team believes that these priorities are not aligned, then the situation should be escalated to the Albury Wodonga Leisure Manager.

## **7. Outstanding service delivery to all customers and stakeholders**

- Aligned Leisure will be renowned for delivering outstanding service and providing memorable experiences for our customers. In your role, you will be relentless in identifying these opportunities and you will always ask yourself "How would I want a member of my family treated in this situation?"
- All Aligned Leisure staff will understand and deliver on our customer charter and service promise.

The People & Compliance Coordinator may from time to time be required to undertake other tasks as directed by the Albury Wodonga Leisure Manager. This position will also undertake regular Duty Captain shifts.

### **ESSENTIAL QUALIFICATIONS AND EXPERIENCE:**

- 2-3 years' experience and qualifications in business, finance or human resources
- The role requires very high levels of organisation and attention to detail

### **PERSONAL ATTRIBUTES:**

- Highly organised
- Disciplined to manage the varied components to this role
- Fiercely relentless when it comes to maintaining compliance across all areas
- Creative, inspiring, energetic and motivational
- Focused on the customer
- Strong ability to manage and also work autonomously
- Understands/enjoys the leisure industry and motivated to serve Aligned Leisure
- The ability to make strategic decisions as well as execute operational requirements

**APPROVED: SHANE DUNNE**

Chief Executive Officer, Aligned Leisure

16 May 2018

**Aware + Disciplined  
+ Relentless + United**

