

AQUATICS OFFICER

POSITION ID	AQO
CLASSIFICATION & TENURE	Band 6 – Fixed Term Full Time (1.00 FTE)
DIRECTORATE	Community and Corporate
DEPARTMENT	Community and Economy
LOCATION	Daylesford and various other locations within the municipality
REPORTS TO	Coordinator Sport and Recreation
DIRECT REPORTS	Aquatics Team Leader Senior Lifeguards, Pool Lifeguards, Trainee Lifeguards, Community Pool Assistants

OUR VALUES



POSITION PURPOSE

This role is responsible for ensuring the Aquatics Facilities are maintained in good working order both during seasonal and non-seasonal times and for undertaking a range of administrative and customer focused activities that ensure the patrons who access Aquatics services have a positive and safe experience either as an individual, group or broader programmes.

KEY RESPONSIBILITIES AND DUTIES

AQUATICS OPERATIONS

- Ensure all activities are undertaken in line with all safe operating procedures, water safety standard/s such as the Royal Life Saving Society Australia (RLSSA) guidelines, general internal policies and procedures, and any other external Standard as identified or that may apply at any time.

- Implement and oversee a range of day-to-day activities that ensure the Aquatics Facilities (including change rooms, Kiosks and grounds) are maintained to standard and are presented in a clean and safe manner.
- Implement, monitor and manage an appropriate maintenance regime for the Aquatics facilities for both seasonal and non-seasonal times. This includes Risk Assessments, water testing, chemical supply, schedules of works and liaising with contractors to undertake work as required.
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SUPERVISION AND LEADERSHIP

- Work collaboratively with other departments when required for the good order and running of Aquatics services and the broader organisation outcomes. This includes attending meetings or being part of working groups when required or requested.
- Lead, supervise and mentor the Aquatics team members so that they understand their role and can fulfill their duties effectively and efficiently. Ensure the Aquatics Team are appropriately recruited, inducted, oriented, trained and managed in line with HSC policies and procedures. Escalate to Coordinator Sport and Recreation for performance management issues of staff.

ADMINISTRATION

- Undertake a range of general administration duties such as: correspondence, data management, accurate records keeping, preparing reports and other documentation, rostering and scheduling staff, timesheets, budgets, invoicing & accounts and attending meetings as required or requested.

ORGANISATIONAL RESPONSIBILITIES

<p>Policies, Legislation, Behaviours & Values</p>	<ul style="list-style-type: none"> • Comply with all Council policies, procedures, and goals, including the Code of Conduct and Council’s adopted values; and the regulatory and legislative requirements relevant to the department. • Demonstrate behaviours of the highest integrity, free from bullying, harassment and discrimination.
<p>A Safe and Healthy Workplace</p>	<ul style="list-style-type: none"> • Embrace Council’s commitment to providing a safe and healthy working environment by performing duties in accordance with the Occupational Health & Safety Act 2004, OHS Regulations 2017, codes or practice, policies and procedures. • Ensure that due care and diligence is undertaken at all times and that actions do not create a risk to self and others • Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Child Safe Standards	<ul style="list-style-type: none"> • Hepburn Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential. • Hepburn Shire Council’s policies and procedures support the implementation of requirements under the <i>Child Wellbeing and Safety Act 2005</i> and the <i>Child Safe Standards</i>. • All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.
Confidentiality	<ul style="list-style-type: none"> • Maintain confidentiality in respect of all dealings of a sensitive or confidential nature. • Ensure Council records are maintained in the approved record management system in an accurate and timely manner.
Customer Experience	<ul style="list-style-type: none"> • Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review and implement strategies to improve customer experience quality and efficiency.
Emergency Management	<ul style="list-style-type: none"> • Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
Corporate Training	<ul style="list-style-type: none"> • Participate as directed in training and education to maintain compliance and up-to-date knowledge.
General	<ul style="list-style-type: none"> • Responsibilities and duties included in this Position Description are subject to the multi-skilling provisions of the relevant Award and/or the Hepburn Shire Council Enterprise Agreement. • Other duties undertaken are within the scope of the employee’s skills, competence, and training, relevant to the position band, as requested by the people leader.

CLASSIFICATION DEFINITIONS

Accountability & Extent of Authority	<ul style="list-style-type: none"> • Responsible for providing the Coordinator of Sport and Recreation with regular and timely updates of strategic and operational importance relating to Aquatics facilities. • Freedom to act in a responsible manner and when required take in account appropriate policies and procedures ensuring that a high standard is maintained.
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	<ul style="list-style-type: none"> • Independently managing relationships with external liaisons with advice and guidance available from more senior officers on complex or sensitive matters • Assistance of the preparation and monitoring of budgets and monthly reports • Provide input into the development of policy and procedures within area of expertise • Adopting a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss.
<p>Judgement & Decision Making</p>	<ul style="list-style-type: none"> • Ability to solve problems in line with the area of expertise using the available guidelines, professional knowledge, experience and initiative. • Provision of accurate and timely and meaningful advice to the Coordinator of Sport and Recreation in relation to the Aquatics facilities. • Guidance and advice would usually be available within the time required to make decisions.
<p>Specialist Skills & Knowledge</p>	<ul style="list-style-type: none"> • Relevant qualifications/and or previous experience in delivering Aquatics operations services or similar. • Highly developed computer skills • Demonstrated project and program management experience. • Demonstrated organisational and time management skills • Knowledge and competence in risk management and O&HS principles. • Well developed communication skills to effectively liaise with a wide range of stakeholders • Demonstrated familiarity with budgeting techniques.
<p>Management Skills</p>	<ul style="list-style-type: none"> • Ability to interpret, implement and develop policies and guidelines for the Aquatics facilities. • Demonstrated ability to manage, supervise and support staff and with minimal supervision

	<ul style="list-style-type: none"> • Ability to effectively manage time, plan and set priorities and organise own work to achieve individual and department objectives within agreed timeframes. • Ability to plan and implement a balanced and safe range of recreation activities and programs • Sound financial management skills including budgeting processes. • Ability to compile and analyse monitoring assessment and performance reports.
Interpersonal Skills.	<ul style="list-style-type: none"> • Well-developed written and oral communication skills. • Demonstrated ability to work as part of a team and positively contribute to the team. • Ability to work effectively and gain co-operation from staff, contractors and the community in order to achieve the objectives of this position. • Well-developed problem-solving skills and negotiation skills • Demonstrated ability to handle enquiries in a courteous and timely manner whilst resolving issues.
Qualifications & Experience	<ul style="list-style-type: none"> • Demonstrated experience in Aquatics operations including plant and OHS management responsibilities • Must maintain a satisfactory National Criminal History Check. • Working with Children Check • Current Royal Life Saving Society Pool Lifeguard certificate • Current Aquatics Technical Operator Certificate (Pool Plant Operations Course) • Level 2 First Aid Certificate • Experience in a similar role or Local Government environment would be well regarded.

SELECTION CRITERIA

Selection will be based on the following Selection Criteria however, reference will also be made to other listed skills, knowledge, and attributes as required in the Position Description

- Proven ability to deliver on community recreation and/or Aquatics initiatives, programs and projects
- Demonstrated experience in Aquatics operations including plant and OHS management responsibilities.

- Demonstrated ability to plan and manage own time and work outcomes successfully with minimal supervision.
- Awareness of general principles of supervision of others including HR and Workplace Safety & Risk Management
- Well-developed communication skills both written and verbal.
- Able to demonstrate the ability to create and maintain good working relationships, positively influence others and advocate for successful outcomes.
- Well-developed administration skills including accounts and budgets.
- Ability to assess situations and manage appropriately.

OTHER REQUIREMENTS

- Maintain a satisfactory National Criminal History Check.
- Working with Children Check
- A current Australian Drivers Licence
- Current Royal Life Saving Society Pool Lifeguard certificate
- Current Aquatics Technical Operator Certificate (Pool Plant Operations Course)
- Level 2 First Aid Certificate

DESIRABLE

- Experience in a similar role or Local Government environment would be well regarded.

APPROVAL

Approved by (Department)	Kendall Sinclair, Manager Community and Economy	
Reviewed by (P&C)	Approved	
Date	3 September 2024	
Employee Acceptance	Your signature indicates your understanding, agreement and approval of the position description. This position description is current at the date of issue and subject to the review at least annually, in consultation with the employee.	
	Name	
	Signature	
	Date	

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling - above 5 kg below 10 kg			✓	
Manual handling - above 10 kg			✓	✓
Manual handling – lifting above shoulder			✓	✓
Working with arms above head			✓	
Repetitive bending/twisting			✓	
Using vibrating / powered hand tools				✓
Close inspection work			✓	✓
Working in dusty / slippery / wet conditions			✓	
Wearing safety shoes/boots (steel cap)			✓	
Wearing hearing / eye protection			✓	
Using chemicals		✓	✓	
Repetitive hand washing / cleaning		✓	✓	
Working at heights			✓	✓
Working in confined spaces			✓	✓
Working in heat (over 35 C)			✓	
Working in cold (under 5 C)				✓
Driving vehicles / operating plant		✓		
Using a keyboard	✓			
Writing by hand	✓			
Transcribing from hard copy			✓	✓
Audio transcription			✓	✓
Handling difficult customers onsite		✓	✓	
Handling difficult customers offsite		✓	✓	
Making decisions that impact on other employees (disciplinary / restructure / investigation)			✓	
Other _____				