

POSITION DESCRIPTION

Position Title:	Pool Officer
Reporting to:	Team Leader Pool
Status:	Part Time / Casual (various)
Salary:	Level 2
Award Conditions:	Local Government Industry Award 2020
Location:	Various

POSITION STATEMENT

The Pool Officer will provide quality aquatic, sport, recreation and general support services at the West Arnhem Regional Council pool and recreation facilities.

ACCOUNTABILITIES & RESPONSIBILITIES

Primary Tasks

- Ensure patrons of the swimming pool complex are safe at all times by following daily procedures and routines that maintain cleanliness and safety in all areas.
- Assist in the organisation and delivery of regular learn-to-swim classes at the swimming pool.
- Maintain sport and recreation and aquatic/pool facilities ensuring that the premises are clean, tidy and safe.
- Become familiar with the Swimming Pool Complex By-laws and West Arnhem Regional Council policies that relate to the swimming pool complex and workplace environment.
- Address administration requirements by:
 - preparing and submitting regular activity reports, work plans and other reports in a timely manner;
 - prepare rosters for sport and recreation activities; and
 - collecting and accounting of admission and season ticket charges and sales of stock from the kiosk.
- In consultation with the community, schools groups and other key stakeholders, assist in the planning, implementation and facilitation of sporting and recreational activities, including any community events.
- Implement after school activities by effectively engaging and interacting in a positive manner with young people, whilst providing a high level of supervision at all times during activities.
- Engage community through the co-ordination of adult sporting competitions such as, but not limited to, Netball and Touch Football.
- Other duties relevant to Youth, Sport and Recreation, including providing support at other Council pools, as required.



<p>Teamwork</p>	<ul style="list-style-type: none"> • Communicate effectively to foster positive relationships at all levels across the community, stakeholders and West Arnhem Regional Council staff. • Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation.
<p>Policies and Procedures</p>	<ul style="list-style-type: none"> • Comply with all West Arnhem Regional Council Policies and Procedures.
<p>Work Health and Safety</p>	<ul style="list-style-type: none"> • In accordance with work health and safety legislation: <ul style="list-style-type: none"> ○ ensure you work safely, the way you work does not cause harm to others and you use measures within your control that prevent injuries or illnesses, and ○ within your area of responsibility, ensure compliance with work health and safety legislation and Council’s work health and safety policies and procedures. • Actively participate in safety improvement activities.
<p>General Responsibilities</p>	<ul style="list-style-type: none"> • Comply with the West Arnhem Regional Council ‘Code of Conduct’ and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time. • Other duties commensurate with skills and experience as requested by the Pool Team Leader and Wellbeing Coordinator.

SELECTION CRITERIA

<p>Essential</p>	<ol style="list-style-type: none"> 1. Basic technical and maintenance knowledge and skills that ensure safe pool operations. 2. A knowledge of issues facing young people in rural areas, especially Indigenous young people. 3. Ability to work with minimal supervision, and exercise initiative and creativity. 4. Organisational skills and proven ability to complete tasks within required timeframes. 5. Good interpersonal, verbal and written communication skills including the ability to communicate sensitively and effectively with Aboriginal people. 6. Experience in coordinating sport and recreation activities and competitions. 7. Basic computer skills. 8. First Aid certificate. 9. Lifeguard qualification. 10. Bronze Medallion. 11. Good understanding of work health and safety in the workplace. 12. Current Northern Territory Driver’s Licence. 13. National Criminal History Check clearance. 14. Current Working with children/Ochre Card.
<p>Desirable</p>	<ol style="list-style-type: none"> 1. Qualifications and/or experience relevant to this role (e.g. young people, sport and recreation, community services). 2. Pool Operations certificate. 3. Cert III Chemicals.



	4. Experience working in confined spaces (or willingness to undertake training).
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YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.

