

POSITION DESCRIPTION

Position Title	Pool Officer	Department	Community and Council Services
Location	Jabiru, Maningrida	Work Group	Wellbeing - Pools
Position Level	Level 3	Approval Date	9 December 2025
Position Type	Permanent / Part time	Approved By	CEO
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

Position Objective

To provide unsupervised quality aquatic, sport, recreation, and general support services at the West Arnhem Regional Council pool and recreation facilities.

Key Duties and Responsibilities

1. Ensure the safety and wellbeing of all patrons by adhering to established daily procedures that uphold cleanliness, hygiene, and safety across the entire pool complex.
2. Assist in the coordination and delivery of scheduled learn-to-swim classes, contributing to a positive and educational aquatic experience for participants.
3. Maintain all sport, recreation, and aquatic facilities to a high standard, ensuring they remain clean, orderly, and safe for public use.
4. Conduct daily pool operations and lifeguard duties independently, ensuring vigilant supervision and rapid response to any incidents.
5. Perform unsupervised opening and closing of the facility, following established protocols to secure and prepare the premises.
6. Ensure high quality management and operation of the pool facility by:
 - a. operating according to Town Development By-Laws, Council policies, and Royal Lifesaving Society – Australia Guidelines to Safe Pool Operations;
 - b. conducting routine maintenance of pool equipment;
 - c. conducting water chemistry tests and plant adjustments to ensure water quality complies with health standards;
 - d. maintaining the pool, surrounds and buildings in a clean and hygienic condition at all times;
 - e. providing kiosk services;
 - f. processing all admittance charges and kiosk takings and recording and reporting attendances; and
 - g. complying with supervision requirements.
7. Assist in the planning, implementation and facilitation of sporting and recreational activities, including any community events.
8. With regard to work health and safety in the workplace:
 - a. 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
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Pool Team Leader which are within the employee's skills, competence and training.

Essential Criteria

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 no supervision, and exercise initiative and creativity.
4. Organisational skills and proven ability to complete tasks within required timeframes.

Essential Criteria

5. Good interpersonal, verbal and written communication skills including the ability to communicate sensitively and effectively with Aboriginal people.
6. Basic computer skills:
7. Qualifications/ licences:
 - a. Working with Children Check (Ochre Card)
 - b. Current competencies in First Aid and CPR
 - c. Lifeguard qualification

Desirable Criteria

1. Qualifications and/or experience relevant to this role (e.g. young people, sport and recreation, community services).
2. Pool Operations certificate.
3. AUSTSWIM Certificate.
4. Experience in coordinating sport and recreation activities and competitions.
5. Current Northern Territory Driver's Licence.

Organisational Relationships & Further Information

Reports to	Team Leader Pool	Supervises	None
Internal liaising	Wellbeing Coordinator Council Services Manager	External liaising	Community organisation representatives, Community members and stake holders
Span of hours	Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours – 5 am to 10 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.