

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title	Pool and Safety Assistant		
Location	Jabiru, Maningrida	Department	Community and Council Services
Position Level	Level 1 – Training Level 2 – upon attainment of Bronze Medallion, First Aid CPR and Lifeguard qualification	Work Group	Pools
Position Type	Fixed Term / Part Time	Approval Date	20 January 2026
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

Position Objective

To ensure the safety and comfort of everyone using the pool by keeping the area clean, friendly, and well-organised. Additional training will be provided to help build skills for future roles and better support pool users.

Key Duties and Responsibilities

1. Help clean and maintain the pool deck and furniture regularly.
2. Pass on any concerns or complaints from pool users to the right staff.
3. Give pool users basic information about opening hours, how things work, and safety rules.
4. Keep the pool area tidy and clear of hazards.
5. Let your supervisor know straight away about any maintenance problems or safety risks.
6. Follow Council safety procedures when dealing with and reporting accidents.
7. Participate in training to become a qualified Lifeguard.
8. As a qualified Lifeguard, working under supervision;
 - a. keep swimmers safe by watching the pool and spotting any problems;
 - b. make sure people follow the pool rules to prevent accidents;
 - c. act fast in emergencies by giving first aid, CPR, or helping someone in the water;
 - d. watch swimmers closely and step in if anyone's in trouble or acting unsafely; and
 - e. check the water and safety gear often to make sure everything works properly.
9. 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 Team Leader Pool which are within the employee's skills, competence and training.

Essential Criteria

1. Willingness to work outdoors in varying temperatures.
2. Willingness to undertake training towards becoming a Lifeguard qualified.
3. English speaking skills of a level to converse with and be understood by Aboriginal and non-Aboriginal people.
4. Written communication skills of a level required to provide basic written information about work, to line managers.
5. Carry out work in accordance with this position description, and the relevant policies, procedures and Code of Conduct that impact this role.

Essential Criteria

6. Engage with the public in a positive and respectful manner.
7. Level 1 - Qualifications / licences:
 - a. Working with Children Check (Ochre Card)
8. Level 2 - Qualifications / licences:
 - a. Working with Children Check (Ochre Card)
 - b. Current competencies in First Aid and CPR
 - c. Lifeguard qualification

Desirable Criteria

None

Organisational Relationships & Further Information

Reports to	Team Leader Pool	Supervises	None
Internal liaising	Other managers All staff	External liaising	Community members and stakeholders
Span of hours	Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours – 5 am to 10 pm		
Eligibility	Existing community resident and be CDP eligible as this position is created from the Remote Jobs and Economic Development (RJED) Program.		
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.