



Position Description

SWIMMING POOL ATTENDANT

Directorate	Infrastructure & Development
Location	Balranald
Classification/Grade/Band	Band 1 Level 2
Position Code	PA1
Date position description approved	30 June 2022

Council overview

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1 hour drive from the regional city of Swan Hill and 1¼ hours' drive from Mildura.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

Council values

Honesty # Respect # Enjoyment # Teamwork # Openness # Leadership # Customer Focus

Primary purpose of the position

To assist in the day to day operation of the Janelle Masters Memorial Swimming Pool and provide supervision to its patrons on behalf of Balranald Shire Council.

Key accountabilities

Within the area of responsibility, this role is required to Assist the Pool Supervisor in the operation of the Janelle Masters memorial Swimming Pool complex including:

- Provide and maintain a safe and efficient environment for patrons and staff, comply with relevant legislation & regulations, provide competent first aid and resuscitation as required, and assist in developing work place procedures.
- Supervise as a lifeguard, all groups using Balranald Shire Councils swimming pool;
- Maintain a constant lifeguard presence at all times;
- Perform lifesaving as required and render first aid or CPR as required;
- Ensure all work as directed by the Pool Supervisor is completed, including necessary cleaning, maintenance of equipment, plant and buildings;
- Setup and pack away equipment for general pool activities;
- Actively promote the use of this facility to all users and maintain a customer service focus;
- Ensure acceptable behaviour of the patrons utilising the facility;
- Assist in the running of the Kiosk

General

- To provide the best customer service to both internal and external customers in accordance with Council's policy and procedures in particular:
- Returning telephone calls within 24 hours
- Ensuring that the public image of the Council as a service provider is always maintained in the highest integrity
- To support Council objectives in the public forum
- To display a positive attitude towards Council policy and decisions in relation to the position and the public image of the Council
- To provide a positive personal contribution in the exchange of information between team members, across business departments and with customers
- To contribute to a Service Improvement Program by participating in teams aimed at work improvement
- To lead, encourage and participate in team activities
- To participate in training programs designed to increase efficiency and effectiveness
- Presentation of a courteous and helpful image to Councillors, internal officers, outside organisations and customers
- Maintenance of confidentiality in performing the duties of the position and in liaising with internal officers, outside organisations and customers

Work Health & Safety:

- Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person.
- Wear protective clothing or equipment in the manner intended.
- Take reasonable care for the health and safety of all persons who are at their place of work.

- Cooperate with the supervisor in the measures taken to ensure occupational health and safety.
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.
- Ensure the compliance with the WH & S Act 2011 and its regulations of all employees and contractors under the direction or control of the position.

Public Safety/Risk Management

- To be observant with regard to identification of potential public safety hazards and notify supervisor of hazards which cannot be remedied immediately
- Rectify hazards and notify supervisor with a view of preventing recurrence
- To follow up action items with specific timeframes as directed by staff and advise staff of action taken
- Observe risk management principles, policies and practices through the risk management strategy and operational procedure statements
- Employ risk management principles and practices in day-to-day duties and functions
- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public

Equal Employment Opportunity

- To actively support the principles and practices of Equal Employment Opportunity

Key challenges

- Being able to think quickly and manage an emergency situation.
- To manage your time and confidently work unsupervised.
- To effectively manage and diffuse situations to ensure acceptable behaviour of patrons.

Key Relationships

Who	Why
Internal	
Swimming Pool Supervisor	This position has an effective working relationship with the Supervisor providing timely and reliable information with complete and accurate reporting.
Council staff	This position enjoys positive, collaborative and professional relationships with fellow Council staff
External	
Ratepayers & General Public	This position enjoys positive relationships with all Swimming Pool patrons and members of the surrounding Community

Key dimensions

Decision making

- Follow Council's Policy and procedures..
- Follow supervisor's instruction.
- Seek guidance when necessary.

Reports to

Swimming Pool Supervisor

Essential requirements

- First Aid Certificate
- Pool Lifeguard License
- Protecting Children and Young People (working with children check)





Desirable:

- AustSwim Coaching Certificate
- Dangerous Goods Handling Certificate
- Anaphylaxis First Aid Certificate
- Asthma First Aid Certificate
- Previous experience in a similar role as a Swimming Pool Supervisor
- Automated External Defibrillation Certificate
- Certificate in Swimming Pool Operations or willingness to obtain
- Certificate IV in Community Recreation – Aquatics or willingness to obtain
- Certificate in Pool Aquatics – Supervision or willingness to obtain

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Foundational	<ul style="list-style-type: none"> Adapts to changing work tasks and environments Is open to new ways of doing things Stays calm in difficult situations Does not give up easily when problems arise Asks questions and offers own opinion
Relationships Influence and Negotiate	Intermediate	<ul style="list-style-type: none"> Builds a network of work contacts across the organisation Approaches negotiations in the spirit of cooperation Puts forward a valid argument using facts, knowledge and experience Asks questions to understand others' interests, needs and concerns Works with others to generate options that address the main needs and concerns of all parties
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> Gathers and investigates information from a variety of sources Questions basic inconsistencies or gaps in information and raises to appropriate level Asks questions to get to the heart of the issue and define the problem clearly Analyses numerical data and other information and draws conclusions based on evidence Works with others to assess options and identify appropriate solutions
Resources Assets and Tools	Foundational	<ul style="list-style-type: none"> Uses core work tools and equipment effectively Takes care of work tools, equipment, accommodation and community assets