

POSITION DESCRIPTION



Position number	TBC	Directorate	Community Corporate
Position Title	Aquatics Officer	Work Group	Community & Economy
Classification Description Band 5			
The role can on occasion be moderately complex with some problem solving required but it is mostly routine/regular in nature and outcomes. Whilst the incumbent can undertake research into problem solving and be involved in discussions, more complex problems are either escalated or outsourced for resolution. Supervision is routine but minimal. Freedom to act and judgement is governed by clear objectives know organisational parameters; as such, will be required to consult or take direction from more senior employees when this occurs. The role requires well developed interpersonal skills and well-developed supervisory skills as opposed to management skills.			
Reports To	Coordinator Sport and Active Recreation	Location	Daylesford and various other locations within the municipality
Tenure	Full Time	Date Approved	2 August 2023
Special Requirement	This role may be required to be on call.		

VALUES & INCLUSION

Hepburn Shire Council values and appreciates a diverse and inclusive workplace. All staff are to adhere to organisational values and respect diversity and inclusion in the workplace. Council has a zero tolerance for child abuse and acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. Council staff must ensure that their behaviours and actions are consistent with these standards at all times.

PRIMARY OBJECTIVE

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

HEALTH AND SAFETY/RISK MANAGEMENT

Staff are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies and workplace procedures at all times. Staff will also observe and comply with Council’s Risk Management Policy, program and the application of sound risk management practices within the workplace and the community.

KEY DUTIES AND RESPONSIBILITIES

1. 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.
2. Lead, supervise and mentor the Aquatic 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 Active Recreation for performance management issues of staff.
3. 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.
4. Implement and oversee a range of day-to-day activities that ensure the Aquatic Facilities (including change rooms, Kiosks and grounds) are maintained to standard and are presented in a clean and safe manner.
5. Implement, monitor and manage an appropriate maintenance regime for the Aquatic 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.
6. Work collaboratively with other departments when required for the good order and running of Aquatic services and the broader organisation outcomes. This includes attending meetings or being part of working groups when required or requested.

SELECTION CRITERIA

Essential

- Proven ability to deliver on community and recreation initiative, programmes and projects
- 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.
- Current Victorian Drivers Licence.
- Ability to demonstrate and display the Hepburn Shire Council Values - Accountability, Respect, Excellence, Trust and Fun.

Accreditation/s

- Current Royal Life Saving Society Pool Lifeguard accreditation
- Current Pool Plant Operators Certificate
- Level 2 First Aid
- Working with Children Check – **mandatory**

Desirable

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

Employee Acknowledgement

As occupant of the role, I have read and understood the duties, responsibilities and other requirements consistent with a Band 5 Employee and as outlined in this position description:

Name: _____
Signature: _____
Date: _____