

## **SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION**

### **Position Details**

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Title:	Swim Instructor
Classification:	Band 3
Position Number:	
Business Unit:	Community & Leisure Services
Reports to:	Aquatic Services Officer / Recreation Administration Officer

### **Key Objectives and Outcomes**

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The role of the Swimming Instructor is to plan and conduct swimming lessons and promote water safety at Hamilton Indoor Leisure & Aquatic Centre and the 6 outdoor pools in the shire. The major accountability of the role is the quality of the service provided which has an impact on customer perception of the centre and an indirect effect on business results.

### **Key Responsibilities**

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- Plan, prepare and conduct swimming lessons as per the Swim and Survive lesson plans
- Provide a safe environment for all participants and comply with the organisational Occupational Health and Safety policies and procedures.
- Supervise and assist in the development of AUSTSWIM candidates, probationary staff and other members of the HILAC team in order to maintain high service standards
- Ensure classes are conducted in a manner that promotes fun, enjoyment and safety;
- Assist with the promotion of programs and special events;
- Maintain an up-to-date knowledge of current trends and techniques as relevant to swimming education and/or lifeguarding techniques
- Assist with emergency and evacuation procedures as directed by the Chief Warden.

### **Extent of Authority**

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- Responsible for the cleaning of the facility in accordance with facility procedures;
- Commit to and adhere with Councils Child Safe Requirements;

### **Judgement and Decision Making**

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- Procedures to be followed are clearly documented and well understood;
- Guidance and advice always available from within the Organisation.

### Specialist Skills and Knowledge

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- Knowledge and understanding of the public aquatic facility industry and associated policies/procedures

### Management Skills

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- Skills in managing time, setting priorities and planning own work within a timetable;
- Ability to supervise patrons, observing Occupational Health and Safety and Risk Management protocols at all times;
- Ability to weigh up options and make logical decisions;
- Ability to supervise groups under the Officer's control.

### Inter-personal skills

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- An ability to communicate effectively with diverse groups such as schools, community/user groups, members of the public and pool committees (where applicable);
- The ability to work both independently and as a part of a team.

### Compliance with Legislation and Policies

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- Adhere to all current relevant codes of conduct and legislative requirements including:
  - Southern Grampians Shire Council Policies and Procedures;
  - Southern Grampians Shire Council Staff Code of Conduct;
  - Privacy and Data Protection Act 2014 (Vic);
  - Equal Opportunity Act 2010 (Vic);
  - Occupational Health and Safety Act 2004 (Vic);
  - Government/Industry Codes of Conduct;
  - The Southern Grampians Shire Council Enterprise Agreement; and
  - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
- Responsible for ensuring the security of Council's assets under the Officer's control;
- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.
- Will comply with systems and policies to ensure a safe work environment by:

- Taking reasonable care for his or her own [health](#) and safety and the [health](#) and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
- Not intentionally or recklessly interfere with or misuse anything provided at the [workplace](#) in the interests of [health](#), safety or welfare.
- Contribute to OHS consultation processes.
- Prompt reporting of hazards and incidents.

### Key Selection Criteria

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The employee will demonstrate the following:

1. Previous experience in an aquatic facility.
2. Verbal communication and customer service skills;
3. Demonstrated ability to work harmoniously in a team environment;
4. Current Teacher of Swimming and Water Safety qualification (essential);
5. Computer Skills and Knowledge of Microsoft Office;
6. Current Working With Children Check;
7. Current Drivers Licence;
8. Previous experience in customer service (desirable).

### Agreement

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Employee: \_\_\_\_\_

SGSC: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_