



## ***Position Description***

<b>POSITION</b>	Swim School Team Leader
<b>SECTION</b>	Key Venues
<b>POSITION NO.</b>	BCC808 (BLCS): BCC1205 (CLLCE): BCC1565 (BAC)
<b>POSITION TYPE</b>	Full-time
<b>REPORTS TO</b>	BCC808 reports BLCS Aquatics Coordinator BCC1205 reports to CLLCE Centre Coordinator BCC1565 reports to BAC Centre Coordinator
<b>DIRECT REPORTS</b>	No
<b>POSITION GRADE</b>	Band 2 Level 1 Salary System Grade 7
<b>APPROVAL LIMIT</b>	\$0
<b>RELEASE LIMIT</b>	\$0
<b>DATE</b>	April 2019

### POSITION CONTEXT:

- The Key Venues (KV) section is positioned within Blacktown City Council's Directorate of City Living
- Key Venues are administered under the authority of Blacktown Venue Management Ltd (BVM Ltd), a company wholly owned by Council acting as Council's Managing Agent
- All employees of Key Venues are employed by Blacktown City Council and seconded to BVM Ltd.

### POSITION PURPOSE:

- To provide professional, safe practical and theoretical instruction to children in Blacktown City Council's (BCC's) Learn to Swim Programs
- To instruct according to teaching methodologies outlined by Austswim and Royal Life Saving Society Learn to Swim Programs
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) System.

## QUALIFICATIONS AND EXPERIENCE:

### **Essential:**

- Austswim Certificate in 'Teacher of Swimming and Water Safety' or Swim Australia Teacher
- Current First Aid Certificate
- Current CPR Certificate
- Excellent oral communication
- Excellent customer service skills
- Current driver's licence
- Coaching/teaching experience
- Current Working With Children Check.

### **Desirable:**

- Pool Lifeguard Award Current
- Oxygen Equipment Certificate
- Certificate IV in Training and Assessment Austswim Certificate in Teacher of Infant Aquatics, Competitive Strokes or Disabilities
- Swim Australia™ Teacher of Competitive Strokes
- Knowledge of applicable legislation/regulations
- Computer literate in basic Office Applications and the ability to quickly learn corporation applications.

## AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities. The incumbent's authority is subject to any limitation imposed by the Council and/or BVM Management Team, Council and/or BVM Policies, Procedures and Work Instructions.

## KEY RESPONSIBILITIES:

- To represent Council and the respective facility in a positive light at all times and to provide the highest levels of customer care and service to all users. Such representation includes, but is not limited to, professional appearance, conduct and punctuality.
- To follow instructions and guidance as provided by senior staff and to work cooperatively with other Council employees.
- To deliver a well respected, professionally operated Learn to Swim and coaching program.

- To ensure the safety and well being of all patrons and user groups to the nominated facility by the provision of high quality surveillance and teaching techniques. Such responsibility shall extend to all areas of the facility and not be limited to pool areas.
- To respond accordingly to any First Aid or Emergency situation and to work cooperatively with other staff/professionals/others in the treatment of such. To assist in the development and implementation of a marketing plan for Learn to Swim.

#### **Work Health and Safety (WHS):**

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law (HVNL)* and *Regulations*, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- WHS001- Matrix is attached.

#### **Corporate:**

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

#### **Equal Employment Opportunity (EEO):**

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

#### **Environmental Sustainability:**

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

DUTIES:

- Report daily/or according to roster requirement to the nominated Supervisor, or his/her delegated official at the nominated facility. Such reporting must take into account the flexible approach to sudden changes in work hours, conditions and locations, as is the nature of this service delivery
- Understand and promote all centre policies and procedures to ensure consistency to patrons and staff
- To develop and coordinate accurate and efficient administrative procedures to service the swim school program with an emphasis on quality customer service and increasing participation
- Supervise swim school staff and complete regular performance reviews of instructor competency
- To attend, actively participate and facilitate staff meetings and training workshops on a routine and systematic basis
- Ensure that the Swim School classes are conducted in a professional manner and develop the participant's water safety and swimming ability in accordance with the program design
- Accurately assess swimming lesson students and complete any necessary administration resulting from this assessment
- Provide centre users with relevant and accurate information regarding the Learn to Swim Programs and any associated program or service information
- Provide parents/adults/caregivers with timely and accurate feedback regarding process and direction of their attending students
- To undertake cleaning and maintenance duties as required where appropriate and to provide a clean, safe and inviting environment to the various user groups
- To assist in the promotion and marketing of any/all programs and services related to the centre with particular emphasis on the Learn to Swim and Squad Programs
- Review and update all Learn to Swim and Squad Program manuals and Centre based program information as defined in RLSSA GSPO
- To liaise with the CEO BVM or his/her nominee on the effective use of pool/lane space for program and non-programmed activities
- Sound computer skills with proficiency in point of sale and membership software
- Liaise closely with senior facility staff across the group in order to plan, coordinate, deliver and market effective Learn to Swim programs
- Liaise with other supervisory staff both within the facility, at other Key Venues and at Council to ensure the most efficient use of resources
- To actively support and foster all facility staff working together as a "team" to meet the requirements expected by the Key Venues section, BCC and BVM

- Provide leadership that result in motivated and effective employees. This includes managing performance of facility teams and identifying the training needs of all Centre personnel in conjunction with colleagues
- Ensure personnel hold current pre-requisite qualifications for the roles they are employed for
- Assist colleagues at other Key Venues as requested from time to time
- Other duties as from time to time as may be reasonably required and requested by and/or through the BVM Chief Executive Officer or his or her nominee.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.

Employee Name (PRINT):

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Employee Sighted and Agreed:

Date:

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Supervisor Name (PRINT):

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Authorised by Supervisor:

Date:

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