

Position Description

Position Details			
Position title	Swim Development Coach	Position number	PD566
Group	Assets & operations	Previous position numbers	OS029
Section	Parks, Aquatics & Recreation	Reports to	Aquatic Programs Supervisor
Area	Aquatic & Leisure Facilities	Evaluated / approved by	I Macfarlane
Team	N/A	Version number	May 2022
Position level code	6 (Line-level employee)		
Position statement	Prepare, coach, instruct and contribute to the development and delivery of swim coaching, learn to swim programs and operation of BVSC managed swimming pools.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Aquatic programs	<ul style="list-style-type: none"> Develop, deliver and document programs for BVSC squad training and coaching. Develop, deliver and document programs for BVSC learn to swim. Attend identified Swim Meets and swim club activities as required. Participate in the planning and development of BVSC learn to swim and squad training pathways. Prepare, set-up and store equipment required for programs Mentor and assist staff delivering squad training and learn to swim programs. Actively participate in staff meetings, planning and professional development activities. 	<ul style="list-style-type: none"> Development and delivery of annual squad training plan and programs based on season, goals, events, sessions and training cycles Effective and consistent delivery of BVSC learn to swim program structure and criteria 100% Attendance at scheduled sessions, identified swim meets and club activities Programs developed are appropriate and suitable for the age, ability, level and meet industry standards and guidelines Equipment is set-up correctly, in a timely manner and is stored away correctly after use. Consistent and effective program instruction, mentoring and staff development 100% attendance and contribute positively to meeting, planning and development activities.
Facility Operations	<ul style="list-style-type: none"> Perform customer service and reception duties (as required) Collect and account for entrance and membership fees. Prepare, maintain and sell hot beverages, stock and merchandise. Clean and maintain the hygiene of the reception, café and facility amenities. Collect and record bookings and customer information for the databases. Assist in the delivery of first aid and emergency management (as required). Perform lifeguard duties as required (relevant qualifications). Complete documentation related to the function 	<ul style="list-style-type: none"> Completed as per Aquatic Attendant position description, work instructions and training Monies are collected, reconciled and banked to 100% and according to procedures. beverages, stock and merchandise are maintained and sold correctly Reception, café and amenities are clean, hygienic (including food safety regulations). Records and updates are accurate and within required timeframes. Delivery is timely and within scope of training, policies and procedures. Completed as per lifeguard position description, work instruction and training Documentation and records are accurate, timely, and stored/filed correctly.
Communication	<ul style="list-style-type: none"> Support Program Supervisor to improve and develop programs and participant numbers Build relationships, consult and engage with stakeholders and swimming clubs Contribute to promotion of learn to swim, squad programs and aquatic facilities 	<ul style="list-style-type: none"> Work effectively with Supervisor to develop and support improvement activities identified Stakeholders and clubs are engaged with in a positive, consultative and enthusiastic manner. Positive and engaging promotion of aquatic facilities and programs.

Position Description

General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	<ul style="list-style-type: none"> When required to purchase and procure supplies you use the correct organisational processes and procedures.

Our Values Commitment: PLaCE

We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> You conduct yourself in the workplace according to our PLaCE values. You show respect for all employees, acknowledging the importance of diversity in the workplace. You work safely and support your colleagues to also work safely. You work well with people who have different ideas, perspectives and backgrounds.
Learning is important	<ul style="list-style-type: none"> You attend all mandatory training and learning events. You seek to learn from your colleagues including looking for mentoring opportunities. You review your own performance and ask for feedback to learn and improve. You look for and suggest better ways of doing things in the workplace. You actively participate in team meetings.
Can do	<ul style="list-style-type: none"> You take pride in your own work and that of your team members. You understand who your stakeholders are and why they matter. You are willing to go the extra mile for stakeholders and act upon their feedback.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You understand our organisation's goals and how your job fits into the wider Council picture. You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)

Position Description

Knowledge, Skills and Qualifications

Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Minimum 2-year swim coaching and instructional experience, including children and adults. (indicative)
- Strong communication skills with the ability to relate positively to children, parents, adults, and staff.
- Developed understanding and knowledge of swim coaching and learn to swim principles.
- Demonstrated ability to plan, prepare and implement squad training and learn to swim programs.
- Demonstrated ability to adapt to program changes including program times, program type, ability, group size and composition.
- Appropriate level of physical fitness to carry out the duties required.
- Additional relevant skills, knowledge and qualifications such as pool lifeguard, operations, fitness or work experience.

Selection criteria – qualifications and licences

- Swimming Australia Development Coach (Bronze Licence) & industry registration
- SISS00112- Swimming & Water Safety Teacher & industry registration
- SISS00111- Pool Lifeguard Certificate or willingness to obtain
- HLTAID001 Provide cardiopulmonary resuscitation & HLTAID003 Provide First Aid
- NSW Working with Children check & Current Class C Drivers Licence

Conditions of Employment

Status	Permanent part time		Hours per weeks	25
Award classification	Band: 2	Level: 1	Award	Local Government (State) Award 2020
BVSC grade	5			
Pattern of work	Variable			
Special requirements	<input checked="" type="checkbox"/> Early Morning <input checked="" type="checkbox"/> Evening Work <input checked="" type="checkbox"/> Weekend Work <input checked="" type="checkbox"/> Public Holiday Work			
	<input checked="" type="checkbox"/> Other: Meet program & facility operational needs, attend club swim meets and activities as required			

Delegations

Staff	Number of direct report positions: 0			Staff span of control: 0		
Budgetary	\$Nil					
Purchasing	Purchase Card Entitlement		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Purchase card limit: \$N/A	
Statutory	As per BVSC Register of Delegations					
Security	Access to Sapphire Aquatic Centre & BVSC managed outdoor swimming pool facilities					

Benefits

Motor vehicle	Not applicable		
Information technology	<input checked="" type="checkbox"/> Workstation PC <input type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input type="checkbox"/> Tablet <input type="checkbox"/> Camera <input type="checkbox"/> Other: Click here to enter text.		
Telecommunications	<input checked="" type="checkbox"/> Desk Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input checked="" type="checkbox"/> Other: BVSC email address		
Workwear	<input type="checkbox"/> Corporate uniform <input checked="" type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Personal Protective Equipment: BVSC Aquatic & Leisure Uniform		

Model Job Demands Checklist

Please print clearly with a black pen and complete all sections as required. Completed form should be delivered to the People and Governance Team or by email to workplacewellbeing@begavalley.nsw.gov.au

Job title: Swimming Coach

PD Number(s) PD566

Completed by Name: Nic Hoynes

Date: 22/02/2019

Administration

Notes

Computer Use (including hand held tablet)
generic screen based

Minimal
Likelihood

Sitting at desk

Minimal
Likelihood

Standing for long periods
if yes, please indicate length in hours

Yes

Manual Handling

Notes

Light lifting/Carrying (0-9kg)

Yes

Moderate Lifting/Carrying (10-15kg)

Yes

Heavy Lifting/Carrying (16kg and above)

No

Note- If yes manager/coordinator to liaise with WHS Officer

Climbing

Yes

In and out of swimming pools

Bending

Yes

Kneeling/Squatting

Yes

Reaching

Yes

Sequential/Repetitive movements in short period of time
is the ability to carry out a repetitive action doing the same thing over and over again

Yes

Instructing or demonstrating swimming pools

Manual dexterity/manipulation
is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can include muscular, skeletal and neurological functions to produce small, precise movements

Yes

Instructing or demonstrating swimming techniques

Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	No	
Walking <i>including distance eg job sites</i>	Yes	
Walking/running up and down steep slopes	No	
Walking whilst pushing/pulling object	Yes	
Works outdoors <i>majority of work is outdoors</i>	Yes	<i>Note-if yes a functional assessment may form part of the pre employment medical</i>
Works in a customer service environment	Yes	
Confined spaces <i>if yes this must also form part of position description</i>	No	
Requirement to wear personal protective equipment (ppe)	Yes	For sun protection and working outdoors
Working at heights <i>if yes this must also form part of position description</i>	No	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	Minimal Likelihood	
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	Minimal Likelihood	
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	No	<i>Note-if yes a baseline hearing test may form part of the pre employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	No	<i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australias "Workplace Exposure Standards for Airborne Contaminats"</i>

Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	Yes	<i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i>
Exposure to some infectious diseases	Yes	<i>Please see Immunisation Procedure (including matrix) for clarification</i>
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	No	
Plant/Equipment and or vehicle operation	No	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Cyclic Workload		Notes
Peaks and Troughs	Yes	
Frequent overtime	No	
Rostered shift work	No	
Psychological Demands		Notes
High turnover of work	No	
Tasks involving interacting with distressed people	Yes	

Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.