

Position Description

Position Details			
Position title	Learn-to-Swim Instructor	Position number	PD807
Group	Assets & Operations	Previous position numbers	OS000L
Section	Leisure & Recreation	Reports to	Aquatic Programs Supervisor
Area	Aquatic & Leisure Facilities	Evaluated / approved by	A. McMahon
Team	N/A	Version number	September 2020
Position level code	6 (Line-level employee)		
Position statement	Prepare, teach and promote swimming lessons at BVSC pools.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Swimming Instruction	<ul style="list-style-type: none"> Teach swimming classes. Structure lessons and times in conjunction with the program coordinator. Prepare, set-up, disassemble and re-store equipment required for purposes of instruction. Determine client needs and concerns in conjunction with the Program Supervisor. Participate in the planning and development of programs. 	<ul style="list-style-type: none"> Swimming instruction is undertaken according to recognised standards. All scheduled classes are taught. Equipment is set-up correctly, in a timely manner and is stored away correctly after use. Client needs and concerns are accurately determined and conveyed to the program supervisor. Attend and participate in team meetings and program planning activities
Administration	<ul style="list-style-type: none"> Complete student attendance records, incident reports, timesheets and shift covers. Provide student information to the Program Supervisor. 	<ul style="list-style-type: none"> Documentation and records are accurate, processed in a timely manner, and stored/filed correctly. Information provided as required and in a timely manner
Marketing and promotion.	<ul style="list-style-type: none"> Engage with the community to promote the Centre and its programs. Liaise with the Program Supervisor to implement strategies to increase learn to swim numbers, improve existing program or offer new programs. 	<ul style="list-style-type: none"> Community engagement strategies are effective and conducted in a consultative and enthusiastic manner. Provide recommendations to Program Supervisor

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

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'.)

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Knowledge, Skills and Qualifications

Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Strong communication skills with the ability to relate positively to children, parents and staff.
- Demonstrated ability to adapt to program changes including class times, type and group size.
- Proven understanding of the principles of teaching children in an aquatic environment.
- Appropriate level of physical fitness to carry out the duties required.
- Additional skills, knowledge and qualifications that may be applicable to this position, such as qualifications or certificates in administration, pool lifeguard, learn to swim, children services, fitness, barista, food handling or other specialist experience.

Selection criteria – qualifications and licences

- SISSS00112- Swimming & Water Safety Teacher Qualification
- Current AUSTSWIM or ASCTA/Swim Australia Registration
- HLTAID001 Provide cardiopulmonary resuscitation
- NSW Working with Children check.
- Current Class C Drivers Licence

Conditions of Employment

Status	Casual		Hours per weeks	Variable
Award classification	Band: 1	Level: 3	Award	Local Government (State) Award 2017
BVSC grade	1			
Pattern of work	Variable			
Special requirements	<div><input checked="" type="checkbox"/> Weekend Work</div> <div><input checked="" type="checkbox"/> Evening Work</div> <div><input type="checkbox"/> Public Holiday Work</div> <div><input type="checkbox"/> Participation in on call roster</div> <div><input type="checkbox"/> Other: Enter details of any other special requirements of this position.</div>			

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 during operating hours	

Benefits

Motor vehicle	Choose an item.		
Information technology	<input 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 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: Learn to Swim Instructor

PD Number(s) PD807

Completed by Name: Nicholas Hoynes

Date: 28/08/2018

Administration		Notes
Computer Use (including hand held tablet) <i>generic screen based</i>	Minimal Likelihood	
Sitting at desk	No	
Standing for long periods <i>if yes, please indicate length in hours</i>	Yes	
Manual Handling		Notes
Light lifting/Carrying (0-9kg)	Yes	
Moderate Lifting/Carrying (10-15kg)	Yes	
Heavy Lifting/Carrying (16kg and above)	Minimal Likelihood	<i>Note- If yes manager/coordinator to liaise with WHS Officer</i>
Climbing	Yes	In and out of swimming pools
Bending	Yes	
Kneeling/Squatting	Yes	
Reaching	Yes	
Sequential/Repetitive movements in short period of time <i>is the ability to carry out a repetitive action doing the same thing over and over again</i>	Yes	Instructing or demonstrating swimming techniques
Manual dexterity/manipulation <i>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</i>	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	Moving learn to swim equipment, trolleys and platforms
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	Not to enter confined spaces
Requirement to wear personal protective equipment (ppe)	Yes	For sun protection when 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 Contaminants"</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	Yes	
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.

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