

Learn To Swim Instructor

Role purpose

This role will conduct Learn to Swim classes in a safe and friendly manner that educates, enhances and builds confidence in the swimming ability of people of all ages.

Role overview

| | |
|------------------------------------|--|
| EA and Classification | Tattersalls Hobart Aquatic Centre (THAC) Level 3 |
| Position Description Number | 5500 |
| Number of direct reports | 0 |
| Responsible for total staff | 0 |
| Delegations and Authority | Nil |
| Budget level | Nil |
| Division, Unit, Team | City Life Division, Doone Kennedy Hobart Aquatic Centre (DKHAC) |
| Immediate Manager | Program Officer Aquatic Programs (9623) |



Role accountabilities Key result areas

Strategic

- Nil

Corporate

- Nil

Unit

- Conduct high quality classes in accordance with the DKHAC Aquatic Program practices and procedures.
- Ensure that all classes are prepared for, both administratively and in practice, and all aquatic equipment is maintained in good working order.
- Attend in-house training and development sessions to ensure skills and knowledge is always current.
- Actively monitor qualification expiry dates and ensure these are current.
- Deliver professional and responsive communication to customer enquiries.
- When scheduling specific time slots and classes, be aware of existing rosters.
- Raise concerns with the Program Officer Aquatic Programs.

Learn To Swim Instructor

P
- D

Leadership

- Nil

Professional advice

- Nil

WORKING TOGETHER TO MAKE HOBART A BETTER PLACE FOR THE COMMUNITY

Qualifications, licences and competencies

Essential

- Current Drivers Licence
- Registration to Work with Vulnerable People.
- Competencies:
 - Swimming and Water Safety Teacher (SISSS00112) covering:
 - Perform basic water rescues (ISCAQU002).
 - Instruct water familiarisation, buoyancy and mobility skills (SISCAQU008).
 - Instruct clients in water safety and survival skills (SISCAQU009).
 - Instruct swimming strokes (SISCAQU010).
- Provide Cardiopulmonary Resuscitation (CPR) (HLTAID009).

Desirable

- Aquatic Extension courses

Selection criteria

Knowledge and experience

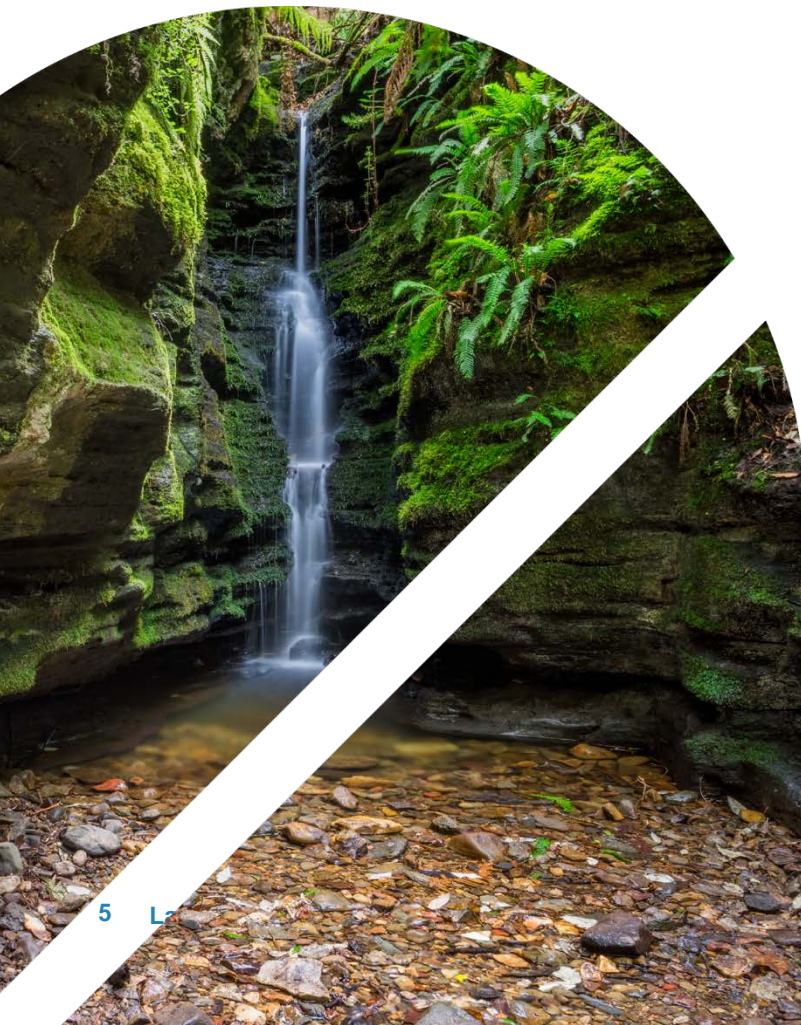
1. Demonstrated experience in conducting swimming classes for people of all ages in a similar environment.

Skills and competencies

1. The ability to work independently and as part of a team, in addition to following set procedures, policies and guidelines.
2. Well-developed interpersonal and communication skills that support effective interactions with other DKHAC staff, external stakeholders, the general public and participants engaging in aquatic activities.
3. Demonstrated competence in organising and prioritising multiple workloads, meeting deadlines, and exercising adaptability to changing priorities while maintaining a positive, effective and professional approach.

Behavioural competencies

- Actively demonstrates the expected behaviours described in the Behavioural Competency Framework.



Behavioural Competency Framework

Our Values

People

Care about people – our community, customers and colleagues.

- Considers people in all things we do.
- Values individual differences and diversity.
- Guides, mentors and develops people.
- Tailors communication to specific audiences.
- Actively listens to others and encourages feedback.
- Communicate with others respectfully.

Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.

- Supports equal and fair treatment for all.
- Is seen as a team player and finds common ground in a respectful way.
- Seeks and provides feedback to improve working relationships.
- Actively looks for opportunities to share knowledge and utilise strengths.
- Works cooperatively to achieve shared objectives.
- Recognises others for their contributions and accomplishments.
- Gains and demonstrates trust and support for others through actions.

Focus and Direction

Have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.

- Has a clear and specific understanding of what needs to be achieved.
- Actively participates in planning and provides feedback.
- Considers sustainable options.

Behavioural Competency Framework

Our Values

Creativity and Innovation

Embrace new approaches and continuously improve to achieve better outcomes for our community.

- Agile and continually looks for opportunities for Lean improvements.
- Stimulate passion and excitement to overcome problems.
- Follows ideas through to action, reflects and always seeks to do better.
- Demonstrates diverse thinking and embraces change.
- Encourages peers to do the same.

Accountability

Transparent in all our dealings, work to high ethical and professional standards and are accountable for delivering outcomes for our community.

- Follows through on commitments and encourages others do the same.
- Takes personal responsibility for own timely and quality activities.
- Designs feedback into work processes.
- Provides exceptional service to stakeholders and customers.

Behavioural Competency Framework

Operational

Safe working practices

Maintain a safe working environment.

- Works safely and looks out for others.
- Drives responsibly and considers other road users.

Policies and procedures

Comply at all times with policy and protocol requirements.

- Actively demonstrates compliance with the City's corporate policies.
- Provides support to others.
- Offers feedback on improvements or better practice.

Legislative framework

Works within legislative framework.

- Takes responsibility for their own learning of the legislative environment in which they work.
- Seeks guidance and clarification of any uncertainties before acting.
- Works within any delegations and authorities.

Risk management

Take a risk management approach.

- Actively adopts a proactive risk management approach.
- Fosters an environment where managing risk is accepted as the personal responsibility of each employee and encourages others to do the same.

Judgment

Identifies and acts on issues and develops quality solutions, setting high standards of decision making.

- Always role models our values.
- Demonstrates rigor to make effective and quality decisions.
- Stands up and acts when issues arise with a sound and level-headed approach.
- Keeps informed of activities and evolutions in the broader business.

Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – High Risk
3. Evidence of vaccination against COVID-19 or hold an approved exemption from the City

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The Registration to Work with Vulnerable People Act 2013 requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014.

prin. -cip les



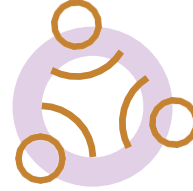
Proud of our capital city role

We rise to the call of being the island state capital. We are city shapers, amplifying our industry, commerce and small business communities by attracting investment and services to support them.



Focused on thriving

We are future proofed, not only doing our work well, but pursuing the work that makes a difference for our community.



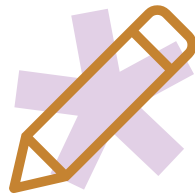
Community-centered

It is easy for all of our community to work with us and they are central in how we design and do our work.



Grounded in active governance + civic involvement.

We fulfil our legislative and civic responsibilities with transparency, accountability and fairness and we are equipped to do that well.



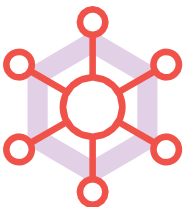
Creative + impactful

We deliver value for money and work creatively to ensure positive outcomes for all our stakeholders.



Leading from the heart

We acknowledge everyone is a leader. We are all accountable for building a positive, safe and caring culture for our organisation and the people in it.



Integrated + Collaborative

Making whole-of-organisation decisions is easy and we work as one team to successfully deliver for the community.



Scalable + Adaptable

We care for both our natural and built assets. We respond to our growing city and ongoing changes in our community and their expectations.



City of HOBART