

POSITION DETAILS

Position Title:	Duty Manager	Position Grade	6
Dept/Directorate:	Ryde Aquatic Leisure Centre/ Customer & Community Services	Position Status / Hours per Week:	Permanent – 38 hours

PRIMARY PURPOSE OF THE POSITION

- Provide and maintain a safe and efficient environment for patrons and staff at the Ryde Aquatic Leisure Centre (RALC)
- Ensure the centre complies with relevant legislation & regulations as they relate to the position
- Provide leadership and clear direction to staff regarding day to day operation of the centre
- Open and close the centre as required
- Assist in developing work place procedures, rosters and similar documentation
- Carry out other duties at the RALC consistent with the skills, experience and qualifications of the incumbent

SELECTION CRITERIA

Education / Qualifications

- Swimming Pool Operations certificate
- Australian issued Pool Lifeguard certificate
- Australian issued First Aid certificate

Experience/Specific skills

- Significant experience in a similar role with proven ability to educate and instruct patrons on appropriate behaviour and safety in a swimming pool environment
- Excellent interpersonal skills and confident interacting with people from diverse backgrounds
- Excellent judgement in dealing with potential conflict situations in the maintenance of a safe and well-organised pool environment
- Ability to train, direct, instruct and motivate individuals and teams
- Experience in plant room operations in a swimming pool environment

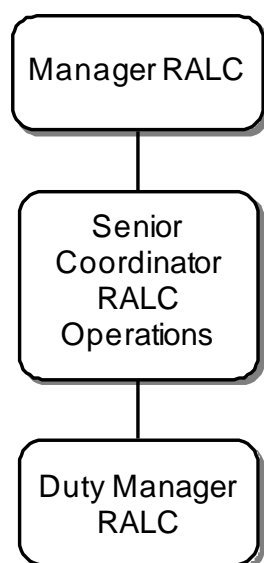
Personal Attributes

- Ability to work effectively under pressure
- Self-motivated with high levels of reliability
- An eye for detail
- Ability to work independently and as part of a team
- High level of flexibility and adaptability in regards to working hours

Desirable Qualifications, Experience and/or Skills

- Knowledge of water balancing procedures
- Experience relating to Fire Management and related Safety Evacuation procedures
- Experience relating to Fire Control management (Delete – see above)
- Understanding of budgetary responsibilities and control methods

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Community Life Group of the organisation.

- Ryde Aquatic Leisure Centre delivery management
- Ryde Aquatic Leisure Centre improvement and maintenance service
- Ryde Aquatic Leisure Centre swimming pool service
- Ryde Aquatic Leisure Centre indoor sports service

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods /risk assessments with your Supervisor when required
- Actively participate in WHS inductions and training when required
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor

Certificates of Competency / Licences

- Where required, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

Employee's Name	
Employee's Signature:	
Date:	