

POSITION DESCRIPTION	
Title:	Beach Lifeguard Supervisor
Group:	Services
Reports to:	Aquatics & Recreation Coordinator
Grade:	13
Hours:	38 hours per week – Monday to Sunday
Vehicle:	Yes
Position Purpose	
<p>To supervise the operations of the beach lifeguard services. The supervisor will also be responsible for the recruitment, procedures as well as beginning and end of season activities.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Current SLSA Bronze Medallion or Equivalent or Professional Ocean Lifeguard Level 2 (POL Level 2) – APOLA • Certificate III in Public Safety (Aquatic Rescue) or ability to obtain within probation • Current advanced resuscitation certificate or equivalent • Current First Aid certificate and the ability to assess and apply first aid to patient in difficult situations • Hold a current Spinal Management Certificate or equivalent • Hold a current Silver Medallion Patrol Captain/Basic Beach Management • Ability to pass Council's proficiency test and physically and mentally capable of completing all the inherent requirements of this position • Extensive knowledge of surf awareness, rips, their formation, location and wave types • Experience as a beach lifeguard and experience using and operating water rescue equipment • Knowledge of the operation of radio and other communication equipment • Knowledge of surf education awareness programs • Demonstrated beach management skills • Demonstrated experience in the management of staff performance including recruitment and training • Demonstrated knowledge of operational and management issues associated with beach Lifeguard Services 	

- Well developed interpersonal and communication skills (written and oral) for effective liaison with work team, staff, public and external bodies including negotiation, conflict resolution and decision making
- Sound understanding and commitment to WHS and statutory requirements, quality standards and management systems
- Experience in using a quality management system or other business improvement initiatives
- Ability to use computers and mobile devices
- Current Class C Drivers license
- Possess a "Working with Children Check" Clearance in accordance with the 'Child Protection (WWC) Act 2012'.

Desirable:

- Certificate IV in Sport & Recreation
- Pool lifeguard certificate
- Experience & knowledge in public swimming pool operations
- Experience in powered watercraft
- Local Government experience

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Operate Beach Lifeguard service by:

- Organising staff and resources.
- Organising and undertake the maintenance, repair, security and care of plant, equipment, tools and other Council assets assigned to or utilised by your team.
- Supervise the employees in their workplace and ensure lifeguard activities are in compliance with external policy as well as council policy and procedure
- Review and develop work practices and procedures
- Make safe and secure buildings and other assets.
- Identify and report improvements and works in operations, maintenance requirements and other activities within area of responsibility and where required take immediate action.
- Manage rosters and works schedules within area of responsibility and participate in the planning for the lifeguard team.
- Management of budget allocated to area of responsibility.
- Estimate and review cost of works undertaken.
- Monitor day to day performance against agreed quality, schedules and budgets. Provide written or electronic documentation of progress and variations to schedules and budgets.
- Continual review and implementation of schedules, plans and rosters to ensure effective use of labour, plant and materials.

- Communicate with the community and internal customers regarding service undertaken by your team including complaints and requests.
- Ensure accurate completion of staff and plant timesheets, dockets, leading hand reports, daily diary, daily/weekly checklists, accidents and incident reports and other organisational forms and reports as required.
- Provide leadership and foster a team environment, offer support, guidance, direction and motivation to staff.
- Provide quality customer service with technical knowledge, conflict resolution with all members of the community.
- Build and maintain a team environment by consultation with staff, ensuring a support for council business strategies.
- Develop and maintain cross organisational relationships to achieve Councils goals
- Liaise with external media organisations to promote Beach services
- Review current assets and make recommendations for the maintenance, procurement or replacement of those assets
- Collect, interpret and analyse data and trends of beach usage
- Represent beach services and Services group on internal/external work parties and committees
- Support internal initiatives and community engagement
- Liaise, coordinate and consult with other agencies, consultants, councillors, senior management, council staff and the community in regards to beach services
- Manage human resource requirements, change management, training and development for beach lifeguard services.
- Ensure compliance with legislation and Council policy and procedure including Council's Code of Conduct, Procurement, Risk Management and other relevant policies and legislations.
- Attend afterhours duty when required.
- Physically undertake lifeguard shift when required.
- Provide operational, technical and strategic advice to Aquatics & Recreation Coordinator.

Demonstrate effective leadership by:

- Continuing development of an organisational culture consistent with the Council's Purpose Approach and Values.
- Provide leadership and supervision for employees working within areas of responsibility.
- Managing the performance of your team and individuals in it including on the job training, performance reviews and assisting in recruitment when required.
- Induct staff and visitors and hold regular meetings with team to maintain effective, efficient and safe works.
- Updating professional expertise and continually improve quality of advice provided.

Assist other areas of the Aquatics and Recreation team as required; including Pool and Stadium duties.

Commitment to Council's Sustainability Charter and responsibility to apply the principles of sustainability within the work practice areas outlined in the Position Description including implementing Environmental Management Systems

Perform other duties as required consistent with the objectives of the position

Work Health & Safety

- Actively participate in a safe and healthy working culture.
- Monitor health and safety performance within area of responsibility.
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Participate where required in resolution of safety issues.
- Initiate actions to improve health & safety within area of responsibility.
- Ensure all employees are inducted and receive regular training as required to perform jobs safely.
- Ensure safe working conditions are maintained.
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely.
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed.
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks.
- Ensure all incidents, hazards and near misses are reported and immediately followed up.

Organisational Values

- Apply and demonstrate the key organisational values – integrity, respect, service, adaptability, collaboration and safety.