

Job and Person Specification

Local Swimming Pool Manager - Anangu Lands' Partnership

JOB and PERSON SPECIFICATIONS:

1. Summary of the broad purpose of the position and its responsibilities/duties.

- **The Local Swimming Pool Manager is responsible for the supervision of all people who use the pool; the upkeep and maintenance of the swimming pool, the pool facilities and the behaviour, safety and welfare of the students and all other pool users at all times.**

2. Reporting/Working Relationships

- Reports and is accountable to the Principal.
- **There is a priority on the training and employment of Anangu in all roles associated with the Swimming Pool Facility.**
- Liaises with and works collaboratively with all school staff regarding the school use of the swimming pool facility.
- Responsible for the overall supervision of the safety and welfare of school students while they are using the swimming pool facility; both in the water, grounds and change rooms.
- Reports functionally to the School Principal who has the direct daily line management of the Pool Manager.
- Coordinates and supervises all pool activities; ensuring the effective and safe operations of the Swimming Pool facility at all times.
- Works cooperatively with Life Guard (s); school staff and community members.

3. Special Conditions

Need to have or be willing to obtain before employment can be guaranteed:

- Required to have or be prepared to undertake advanced first aid training.
- Required to have DCSI Relevant History Screen before commencing work.
- Required to have or be prepared to obtain Responding to Abuse and Neglect training.
- Required to have or be prepared to obtain Pool Operators Certificate.
- Required to have or be prepared to obtain Pool Life Guard Award.
- Required to have or be prepared to obtain DECD Swimming Instructor or AUSTSWIM Teacher of Swimming and Water Safety Award
- Additional opening times will be required throughout the swim season for community and school social events; for example Splash Days.
- **Must work during the swimming season (start of September to end of April); including all school holiday periods.**

4. Statement of Key Responsibilities/Duties

Contribute to the effective maintenance of the Swimming Pool by:

- Pre season setting up/maintenance etc. (usually 2 weeks prior to season commencement).
- Overseeing pool facilities, testing of pool water and prohibiting the use of pool if unsafe.
- Maintenance of pathways and access areas to pool ensuring safety of all areas of the swimming pool facility.
- Maintain records of chemical usage and ordering replacement chemicals when necessary.
- Ensuring contractors (when necessary) are provided with relevant information on site practices and procedures and report any breaches to the Principal.

Contribute to security by:

- Assessing situations in relation to break-ins, vandalism and other security issues and making appropriate arrangements to ensure site security.
- Maintaining a register of property damage.
- Report all incidents to the Principal.

Contribute to occupational health, safety and welfare of students, staff and visitors by:

- WHS – hazard management.
- Undertaking routine maintenance of pool equipment.
- Reporting on occupational health, safety and welfare issues.
- Checking that all safety equipment is operational and correctly placed on site.
- Providing basic first aid treatment in emergencies
- Employing appropriate work practices to ensure that all areas of the pool facility are clean, safe and functioning.
- Being responsible for the safety and behaviour management of all pool users.
- Rescuing a person in difficulty in the pool and apply first aid.
- Ensure pool is locked and secured when not in use.
- Implement only the posted rules – no diversion or invention of new rules is to be adopted.
- Ensure any restrictions placed on entry by the school Principal are strictly adhered to.
- Be aware of current emergency procedures and inform pool users.
- Maintain a friendly but firm attitude at all times; control is of utmost importance ensuring the safety of pool users.
- Conduct visual supervision in the pool enclosure at all times when the pool is open to ensure safety of pool users.

Other duties as required:

- Maintain financial records.
- Training of pool staff.
- Maintaining staff training records.
- Scheduling staff timetables.
- Staff time books.
- Completing and submitting a fortnightly pay claim.
- Maintain pay claim records.
- Attending meetings with and regularly reporting to the Principal.
- Providing financial reports when required.
- Provide maintenance schedule and ensure that required work is carried out.
- Maintain a clean environment, including showers and toilets.
- Post season duties (usually 1 week after season completion).
- Responsible for adhering to all policies, regulations that relate to the operations of a swimming pool facility.
- Lifeguard duties.

5. Authority

The Pool Manager has the authority to use discretion and close the pool, in consultation with the Principal if:

- It becomes unsafe or unhygienic
- There is a serious injury or death
- The behaviour of swimmers becomes uncontrollable
- There is insufficient staff available to safely operate the Pool.
- Manager must inform all members of the Local Pool Committee that the Pool is to be shut

6. Hours of Duty / Time-banking / Leave Entitlements

The Pool Manager is:

- Is to be 'on duty' 37.5 hours per week through the year and will be paid accordingly
- During the 'swimming season' hours can be 'time banked' where hours worked are in excess of 37.5 hours in the week. The time banking is to be to a maximum of 150 hours (4 weeks) in total per calendar year.
- Time banked leave is to be taken during the non-'swimming season'; usually from the start of May to the last week of August each year.
- At all other times during the non-swimming season, and in the event of unexpected pool closure during the season, the pool manager is required to undertake duties within the school by negotiation with the Principal.
- Annual Leave of 4 weeks to be taken during the non-'swimming season'.
- All swimming pools will be closed for the period 20/12 to 04/01 each calendar year for the Christmas / New Year break.

Hours of Operation of the Swimming Pool Facility:

The Swimming Pool facility will be open for use by the Community (including the school) during the Swimming Season for the following time periods (minimum):

- Week days during school term times
- Week days during the school holiday period: 2 hours in the morning + 2 hours in the afternoon
- Weekends during school term times: 2 hours in the morning + 2 hours in the afternoon
- Weekends during the school holiday period: 2 hours in the morning + 2 hours in the afternoon

Acknowledged by Occupant _____ / /

PERSON SPECIFICATION

Essential Minimum Requirements (Those characteristics considered absolutely necessary).

Educational/Vocational Qualifications

- Required to have or be prepared to obtain Pool Operators Certificate.

Personal Abilities/Aptitudes/Skills

- Ability to work successfully with school students, school staff and adults from the Community.
- Ability to work independently and to facilitate effective teamwork.
- Ability to use initiative and judgement.
- Ability to develop operational plans and organise work accordingly.
- Ability to constructively manage conflict and develop actions for its resolution.
- Ability to rescue a person in difficulty in the pool and apply first aid.

Experience (including community experience)

- Experience in the maintenance of swimming pool facilities and equipment.
- Experience in establishing and maintaining appropriate records.
- Experience in the preparation and presentation of correspondence and reports pertaining to the position.
- Evidence of success in planning and organization in order to achieve goals in relation to recreational programs.

Knowledge

- Awareness of issues affecting Aboriginal people; particularly in remote Indigenous Communities.
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