

Kojonup



One community, many choices

SHIRE OF KOJONUP POSITION DESCRIPTION

Position Title:	Swimming Pool Coordinator (& General Hand)
Level:	Contracted
Department:	Property Services
Section:	Swimming Pool and Grounds Maintenance
Responsible to: (Immediate Supervisor)	Property Services
Position(s) Under Direct Supervision	Pool Users
Position(s) Under Indirect Supervision	Other Team Members, Ratepayers, relevant government departments and regulatory agencies.



VISION

Be the Cultural Experience Centre of the Great Southern

OUR CORE VALUES

Integrity

We will act in an honest, professional and accountable manner that maintains the community trust.

Care and Respect for People

We will treat people with respect in all of our interactions. We are committed to the safety and wellbeing of our community and employees and will show care and empathy when addressing issues.

Responsible

We are mindful of our role as custodian of the community's assets, and will make decisions in a responsible manner. We will consider value for money in decision making and ensure that our operations and systems promote efficiency and good governance.

Open and Reliable

We will carry out our business in a transparent and approachable way, respecting diverse views and valuing the input and contributions from the community. We will act consistently and communicate clearly.

POSITION OBJECTIVES

- Overall responsibility for programming and supervision in the day to day operation of the Kevin O'Halloran Memorial Swimming Pool;
- In the offseason general hand and other duties as required working in Property Services;
- Strive for continuous improvement in the workplace and excellence in customer service;
- Comply with the Shire of Kojonup's Risk Management and Occupational Safety and Health policies and procedures; and
- Strive for the achievement of the Shire's vision in line with the mission and values of the Shire of Kojonup's Community Strategic Plan.

KEY RESPONSIBILITIES

- Full programming of the facility by staff who are skilled in aquatic programming ('Learn to Swim', holiday programmes, etc.) with the aim of maximising the community use of the pool precinct;
- Ensure the maintenance of a healthy, hygienic and safe working environment;
- Effective day to day management of the pool including development of work rosters for all staff according to pool patronage, programs and special events, lifeguard duties, customer service and facility supervision with a daily reconciliation of all revenues;
- Identification of capital expenditure items to be included in the pool budget in accordance with ten (10) year precinct plan;
- Responsible for day to day opening procedures (chemically treating and stabilising water, chlorine injection, water circulation, filtration equipment, etc.) inclusive of chemical orders;
- Review of procedures (start-up, shutdown, reports, fees, etc.) annually;
- Train, supervise and appraise staff as required including assisting in the selection of staff;
- Ensure the centre adheres to all relevant regulations and meets all accountability requirements;
- To keep the pool open in accordance with adopted opening hours;
- Assist the Manager Corporate & Community Services in the development of policies, programmes and procedures relevant to the effective and efficient operation of the pool and surrounds;
- Report any building maintenance items or defects to Council's Building Maintenance Coordinator for attention as appropriate;
- Attend Pool Advisory Group meetings as required;
- Liaise with the Sport & Recreation Officer and Community Development Officer on events/activities/programs that add value to the pool precinct and community development;
- Provide on the job training to casual staff; and
- Perform such other duties within the officers skill group, qualifications, Council policy, Award Broad Banding and/or as directed by the Manager Corporate & Community Services.

Customer Service Responsibilities

- Provide quality internal and external customer service, both within the Division and organisationally; and
- Assist the Manager Corporate & Community Services in developing Continuous Improvement Programs within the Division.

Information & Communications Technology Responsibilities

- Use adopted ICT to optimise performance and to support the efficient and cost effective delivery of Division services; and
- Shire equipment and/or facilities (including email and internet) not to be used for private purposes without the prior approval of the Chief Executive Officer. Collect, collate and present data and information as required.

Governance & Risk Responsibilities

- It is an employee's responsibility to conform to the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions. An employee should comply with the Shire's Risk Management practices which are explained via the following sources:
 - (a) Work Health and Safety Act 2020
 - (b) Risk Management Plan
 - (c) Code of Conduct
 - (d) Employee Manual
 - (e) Policy Manual

Further responsibilities include:

- The ability to ensure all work is performed to meet safety legislative requirements and responsibilities of Council. This includes complying with all workplace instructions and procedures, using PPE and not placing any people's safety at risk;
- Not undertake or request others to undertake any task/activity for which you or they have not been trained, inducted or deemed competent to do so;
- Report all hazards, near misses, injuries, incidents to the CEO immediately;
- Not through act or omission create an unsafe workplace or environment; and
- Ensure employees adherence to policies, standard operating procedures, protocols and regulations.

Key Performance Indicators

- Maintain or improve pool patronage, averaged at approximately 14,000 per season;
- Increase the range/number of activities, programs and events provided on the pool precinct for wet and dry areas, including participation rates for the respective activities, etc. for all age groups and with a strong focus on youth participation;
- Liaise with Community Services Officer and Manager to develop an improved marketing and promotion of events, activities and programs that value adds to the pool precinct and community development;
- In consultation with the Community Services Officer, undertake a community survey to gauge customer satisfaction with pool operations such as customer service and optimisation of venue utilisation, etc.; and

- Provide an item for publishing editions in Council E-News that captures information for the general public relating to programs, special events, water temperature, attendances and change of pool opening times, etc.

Other

- Attend meetings as required.
- Other duties consistent with the level of this position as directed by the CEO.

Generic

It is an employee's responsibility to conform to the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions. An employee should comply with the Shire's Risk Management practices which are explained via the following sources:

- *Work Health and Safety Act 2020*
 - Risk Management Plan
 - Code of Conduct for Employees
 - Employee Manual
 - Policy Manual
- Conform to duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions.
 - Comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives.
 - Not wilfully interfere with or misuse items or facilities in the interests of safety and health of Shire employees.
 - Use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions, etc.) in a manner in which he/she has been properly instructed.
 - Report all potential hazards and accident/incidents to safety representatives.
 - Shire equipment and/or facilities (including email and internet) not to be used for private purposes without the prior approval of the CEO.
 - Shire equipment and/or facilities (including email and internet) not to be used for inappropriate activities.
 - Provide quality internal and external customer service, both within the department and organisationally.
 - Use adopted ICT to optimise performance and to support the efficient and cost effective delivery of department services.
 - Use the aforementioned as a strategy for developing continuous improvement Programs within the Administration Services department.

ORGANISATIONAL RELATIONSHIPS

Internal Liaisons: Senior Management, other team members, elected members of Council.

External Liaisons: Ratepayers, Southern Link VROC Partners, other local governments, community and relevant government authorities, departments and agencies.

PERFORMANCE/ACCOUNTABILITY

Quality of:

- Overall work
- Contribution to the organisation
- Communication with Team Members, Senior Management team, Councillors and external customers
- Promotion of the image of the Shire of Kojonup.
- Meeting 'Placemaking' deliverables

Compliance with:

- Shire of Kojonup objectives, policies and procedures
- Position objectives
- Timeframes
- Work Health and Safety requirements
- Risk management policy and procedures
- Personal development activities in accordance with the principles of continuous improvement.

The CEO will determine Key Performance Indicators that apply and any parameters for setting Performance criteria.

AUTHORITY & SUPERVISION

Degree of Supervision Received

Works with autonomy within established guidelines, policies and procedures, under the guidance of the Property Services Manager.

Extent of Authority

- Such authority as is specified by the *Local Government Act 1995* and adopted delegations with regard to the administration and governance of a local government as delegated at the discretion of the CEO.
- Work Practices
- Standards
- Procedures
- Policies
- Statutory Requirements

SELECTION CRITERIA

Essential

- Pool Manager's Certificate (Health Department requirements);
- Pool Life Guard Certificate (annual qualification);
- Bronze Medallion;
- St John's Senior First Aid Certificate;
- Police Clearance;
- Working with Children's check;
- Well-developed managerial, administrative, planning and organisational skills with the capacity to lead and manage people;
- Sound knowledge of computer systems and software operations, especially Microsoft Office applications;
- A proven capacity to creatively deal with complex issues and provide advice to the CEO and Council on governance matters;
- Developed communication skills, both written and verbal. The ability to write correspondence and concise accurate reports and to effectively communicate;
- Highly developed collaboration, engagement, communication and interpersonal skills, together with demonstrated advocacy and negotiation skills;
- Proven capacity to analyse, integrate, articulate and contribute to policy development and the conceptualisation of effective change management initiatives;
- An understanding of the current political, economic, cultural and social issues and future challenges in Local Government;
- A commitment to continuous improvement;
- Ability to use initiative and a willingness to be innovative;
- Strong customer service focus and commitment;
- Ability to be flexible and work as part of a team;
- Ability to empathise with members of the public and recognise and cater for social and cultural differences as well as the ability to develop effective working relationships with internal/external customers;
- Current Western Australian "C" class Drivers Licence.

Desirable

- Experience working in local government or similar environment;
- Working knowledge of Council's organisational structure and functions;
- Knowledge of local community services, facilities and infrastructure;
- Sound understanding of *Local Government Act 1995* and associated regulations;
- Understanding of risk management and WSH principles, policy and procedures as they relate to Council's workplaces;
- Competent in using computer programs;
- Demonstrated ability to creatively manage complex issues, formulate strategy and solutions and provide a high level of advice to other Managers, the CEO and Council as appropriate;
- Developed public relations and interpersonal skills, self-motivation and reliability in completing assigned tasks.

SIGNATURES OF ACCEPTANCE (POSITION DESCRIPTION)

The details contained in this document are an accurate statement of duties, responsibilities and other requirements of the position.

Swimming Pool Coordinator

Chief Executive Officer

Signature: _____

Signature: _____

Date: _____

Date: _____

As the applicant, I acknowledge and understand the statement of duties, responsibilities and other requirements of the position as outlined in this document.

Name: _____

Signature: _____

Date: _____