

PART 1 – POSITION DETAILS

Position Title	Aquatic Educator – Manly ‘Andrew Boy Charlton’ Aquatic Centre
Position Number	P02945
Division	Transport and Assets
Unit	Recreation Business
Grade	NBC Grade B
Reports to	Team Leader, Aquatic Programs
Status	Casual
Date of last review and update	November 2020

NORTHERN BEACHES COUNCIL’S VISION AND VALUES

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

DIVISION – Transport and Assets

The Transport & Assets Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units - Transport and Civil Infrastructure, Parks and Recreation, Property, Recreation Business and Capital Projects

PART 2 – BUSINESS UNIT OVERVIEW

Recreation Business

The Recreation Business Unit delivers recreational services to the Northern Beaches Community including:

- Manly Andrew ‘Boy’ Charlton Aquatic Centre
- Warringah Aquatic Centre
- Recreational Activities

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Role Purpose

Reporting to the Team Leader, Aquatic Programs, the role of the Aquatic Educator is to be responsible to professionally conduct swimming lessons and water safety educational programs at the Manly Aquatic Centre and to ensure the provision of exceptionally high standard of aquatic programs for the benefit of all users of the Centre.

Key Responsibilities

- Act as a member of the Swim School Team and assist in advising matters to do with swimming instruction
- Assist the Team Leader Aquatic Programs in ensuring awareness of all educational programs provided and to promote them in a positive manner
- Be responsible for the maintenance of equipment, cleanliness of the swim school storage area and setting up and putting away of all equipment required for lessons
- As an Aquatic Educator, be responsible for the efficient and effective implementation of swim school programs and policies of the Centre
- Keep accurate student history and attendance records for every class and advise swim school staff when students are to be upgraded and swim certificates to be issued
- Liaise with the Team Leader Aquatic Programs in regards to lane allocation, enrolments, attendance and customer communication
- Exercise judgement and make decisions within delegated authority in relation to swim school teaching
- Carry out all work practices in accordance with Aquatic Services guidelines, policies, procedures and work instructions.
- Knowledge and ability to pre-plan and develop swim lesson structures. Conduct swimming lessons to meet the defined needs of the students
- Demonstrated knowledge and experience in a swim school environment in a multi diverse aquatic/leisure facility
- Excellent customer focused communication skills
- Motivated, timely and organised
- Reliable, willing and able to work in a team environment and as directed
- To have competent negotiation skills and complaint handling skills to effectively resolve conflict, complaints and influence change.

People Leadership

- Role model the Northern Beaches Councils values and behaviours

Operational

- Ensure compliance with Council processes and procedures
- Follow AUSTSWIM swim teaching guidelines and Royal Life Saving Society Swim and Survive guidelines as it relates to swim lesson programming
- Build and maintain productive relationships with internal and external stakeholders
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC
- Learn, promote and support compliance with Work Health and Safety policies and procedures
- Participate in WHS in meetings, reviews and within team activities.

Business Performance

- Assist in Identifying and implementing new processes, procedures or systems
- Assist in identifying and implementing cost savings
- Actively participate and contribute toward the integration of core services across council

- Drive increased business performance through values based work.

*** Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training).

PART 4 – ESSENTIAL CRITERIA

Educational & Experience Requirements

- Current CPR Certificate
- Substantial experience as a Swimming Teacher
- Austswim Teacher of Swimming and Water Safety
- Current Working With Children Check

Capabilities and Knowledge

- Excellent verbal communication skills when dealing with the public
- Demonstrated commitment to customer service, continuous learning, EEO, Workplace Health and Safety and ethical principles

PART 5 – DESIRABLE CRITERIA

- Knowledge and understanding of local government
- Austswim Teacher of Infant & Preschool Aquatics
- Austswim Teacher of Access and Inclusion
- Proficiency in a computerised Point of Sale and Membership Systems. (Knowledge of the LINKS System would be advantageous).

OTHER INFORMATION

For selection to this position you must:

- Be able to satisfy the requirements of the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulations 2013 and; Complete a Working with Children Check and provide the clearance number