



PART 1 – POSITION DETAILS

Position Title	Lifeguard, Manly Andrew Boy Charlton Aquatic Centre
Position Number	
Division	Environment and Infrastructure
Business Unit	Property
Pay Rate	NBC Award Grade C
Reports to	Coordinator, Aquatic Centre, Lifeguard Supervisor, Senior Lifeguard
Hour's	15hrs pw
Status	Permanent
Date of last review and update	January 2019

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

Environment and Infrastructure

The Environment & Infrastructure 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, Natural Environment & Climate Change, Waste Management & Cleansing and Capital Projects.

PART 2 – BUSINESS UNIT OVERVIEW

The Property Business Unit is responsible for the overall management of all Council's buildings such as community centres, administration buildings, childcare centres and public toilets. The Property Business Unit will deliver the following services:

- Building Assets
- Facilities Management
- Property Management & Commercial
- Asset Strategy
- Aquatic Centres

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Role Purpose

The role is responsible for providing a safe, enjoyable and friendly facility for all patrons visiting the venue. The Lifeguard is also required to place a particular emphasis on safety, risk management and minimising Council's liability by ensuring rules and regulations are adhered to by users of the facility.

Key Responsibilities

- Supervise the day to day operations of the Aquatic Centre
- Provide a safe and enjoyable environment by complying with the Pool's Health and Safety guidelines, checking safety equipment is in good working order and complying with the Venues Emergency Action Plan at all times.
- Ensure the day to day operations of the Aquatic Centre are carried out according to the Venue Operations Manual and Practice Note 15.'
- Providing high quality customer service by answering enquiries and directing patrons as required whilst performing lifeguarding duties.
- Assist with the organising and supervision of all pool bookings, including school carnivals, swim clubs, learn to swim and squad.
- Ensuring that a consistently high level of cleanliness and hygiene is maintained throughout the facilities at all times by carrying out all necessary cleaning during operational hours.
- Undertake relevant training to maintain and develop essential skills and qualifications required for the position.
- Assisting the Centre Management, as required
- Responsible for the safety of all staff and patrons in the Centre
- Responsible for the emergency evacuation of patrons known as ingress and egress of all patrons visiting the centre.

People Leadership

- Role model the Northern Beaches Councils values and behaviours.

Operational

- Ensure compliance with Council processes and procedures
- Commitment to teamwork
- Build and maintain productive relationships with internal and external stakeholders
- Responsible for constantly assessing the needs of centre users and adjusting lane space/centre facilities accordingly.
- Assist in maintaining the water quality in accordance with the NSW Dept of Health guidelines.
- Support the team to evaluate and monitor performance to ensure accurate and efficient service is provided to both internal and external customers
- 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 Excellence

- Support the team to identify and implement cost savings
- Support the team to identify and implement any possible alternative income and revenue generation and identify and implement new processes, procedures or systems to improve efficiency

**While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).*

PART 4 – ESSENTIAL CRITERIA

Educational Requirements and Level of Experience

- Current First Aid Certificate.
- Current Pool Lifeguard Certificate.
- WWCC Clearance Number

Skills and Knowledge

- Excellent communication skills written and verbal.
- Understanding of continuous learning principles, equal employment opportunities, occupational health and safety and ethical practice principles
- Demonstrated commitment to customer service, continuous learning, EEO, Workplace Health and Safety and ethical principles

PART 5 – DESIRABLE CRITERIA

Educational Requirements and Level of Experience

- Pool Operations Course.
- Class C drivers licence.
- Previous lifeguarding experience.
- Previous experience working in the recreation industry.

Skills and Knowledge

- Knowledge and understanding of the relevant sections of the following industry Manuals & Acts:
 - Work Health & Safety
 - NSW Health Act - relating to public swimming pools
 - Local Government Act, Practice Note 15, water safety

OTHER INFORMATION

- You should be available to work weekend, early morning and afternoon/evening shifts.

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.