

## PART 1 – POSITION DETAILS

<b>Position Title</b>	Swim Teacher
<b>Position Number</b>	P00919
<b>Division</b>	Transport & Assets
<b>Unit</b>	Recreation Business
<b>Grade</b>	NBC Grade 'B'
<b>Reports to</b>	Programs Manager
<b>Hours</b>	As Needs
<b>Status</b>	Casual
<b>Date of last review and update</b>	March 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 – Transport & 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, Recreation Business, Property 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

The Swim Teacher is responsible for the provision of a high quality swimming program to members of Warringah Aquatic Centre Swim Program. They form an integral part of the Centre's Swim School Team and as a member of this team contribute to the overall goals of the program

### Key Responsibilities

- Planning and implementing Swimming lessons as per the Swim Program Curriculum to achieve short term and long term outcomes
- Plan, organise, and conduct lessons
- Facilitating the skill development of swimmers with a range of skill levels to achieve performance outcomes
- Keep abreast of changing rules, techniques, technologies, and philosophies relevant to swimming
- Develop and maintain rapport with swimmers and parents of the program
- Explain and enforce safety rules and regulations
- Monitor swimmers use of equipment to ensure safe and proper use
- Ensure that quality service is provided to all customers by responding promptly and courteously to requests for assistance and information
- Be accountable for the provision of information regarding the correct use and range of facilities and programs available at the centre.

### **People Leadership**

- Role model the Northern Beaches Councils values and behaviours
- Encourage and support the professional development of the team

### **Operational**

- Ensure compliance with Council processes and procedures
- Liaise with the public and external groups/organisations
- 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 ensure compliance with Work Health and Safety policies and procedures
- Provide detailed, easily accessible information of relevant WHS policies and procedures to the team
- Document and communicate WHS issues to the Programs Manager.

### **Business Performance**

- Assist in Identifying and implementing (as instructed) 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**

- As a minimum, Current Austswim Teacher of Swimming and Water Safety or equivalent
- Relevant experience in teaching children and/or adults to swim
- Current Resuscitation Certificate
- Current Working With Children Check

### **Capabilities and Knowledge**

- Ability to portray a positive image of the Centre and Council at all times
- Commitment and ability to deliver quality customer service
- Excellent verbal communication skills
- Demonstrated ability to work independently as well as within a team
- Demonstrated knowledge of and ability to apply industry-related safety standards, regulations and best practice
- Behaviour that positively demonstrates Council's values of: respect, integrity, teamwork, trust, service and leadership
- Demonstrated commitment to customer service, continuous learning, EEO, Workplace Health and Safety and ethical principles

### **Desirable**

- Knowledge and understanding of Local Government
- Experience in building positive organisational workplace culture
- Current Senior First Aid Certificate

## **PART 5 – PHYSICAL DEMANDS OF THE POSITION**

- Incumbents are required to be able to perform the following physical demands:
- Ability to push/ pull/ lift/ lower weights of up to 20kg
- Ability to lift weights above shoulder height
- Ability to carry weights over 10 kg ;over uneven surfaces; with one other person; over a short distance
- Ability to bend and stoop forward
- Ability to crouch or kneel
- Mobility that will allow for bending, reaching and stretching
- Ability to work in a standing positions for lengthy periods
- Ability to work in conditions with noise levels medium to loud