

Make a real difference to Maroondah



Learn to Swim Coordinator

Position Number: FAC082
Classification: EBA - SCHEDULE 11 - COORDINATOR
Responsible to: PROGRAM MANAGER
Service Area: LEISURE

Crim check - if required	Yes
Working with Children Check ID Card (Employee) - if required	Yes

Role and Summary Statement

The Learn to Swim Coordinator reports to the Programs Manager and is responsible for all Aquahub and Croydon Memorial Pool aquatic programs including; swimming and water safety term-based programs, schools swimming and water safety programs, community groups and special events. The learn to swim coordinator will develop, monitor and perform to budget within the programs area.

Tasks and responsibilities

1. Lead, manage and coach team members through promoting contemporary management practices and best practice people management, that aligns individual and organisational goals and objectives (i.e. job analysis, recruitment, induction, performance management and learning and development).
2. Plan, develop, implement and coordinate the swimming and water safety programs, schools swimming and water safety programs and services in accordance with Council's strategic goals and industry directions and manage the public image and profile of the centres within the community.
3. Operate and manage relevant administration systems to monitor the performance and efficiency of all programs.
4. Conduct regular aquatic service officer and swimming and water safety teaching shifts. Act as a customer service officer, lifeguard and duty manager when required.
5. Develop and maintain positive relationships with internal and external stakeholders (i.e. Management, Employees, stakeholder organisations and service providers) and educate stakeholders in the philosophies, policies, programs and systems related to leisure and aquatic services.
6. Actively participate as part of a professional team in achievement of organisational goals and objectives.

7. Assist the programs manager with recording mechanisms for collecting, reporting and analysing program data for strategic planning and continuous improvement opportunities.
8. Cooperate and comply with the requirements of all Maroondah City Council policies and procedures and any actions taken by Council to comply with relevant Acts and Regulations.
9. Actively support and promote Equal Employment Opportunity (EEO) within the workplace in accordance with the Equal Opportunity Act 2010, Racial Tolerance Act 2001, Disability Discrimination Act 1992, Human Rights and Equal Opportunity Commission Act 1986, Workplace Relations Act 2006, Racial Discrimination Act 1975, Sex Discrimination Act 1984, Equal Opportunity for Women in the Workplace Act 1999, Occupational Health and Safety Act 2004, Local Government Act 1989, and Council policies.
10. Cooperate and comply with the requirements of all Maroondah City Council Occupational Health and Safety policies and procedures and any actions taken by Council to comply with the Occupational Health and Safety Act 2004 and other regulations. This includes taking reasonable care for the own safety and the safety of others who may be affected by their actions or omissions, including employees, contractors, volunteers, Council customers and the community in general.
11. Comply with the requirements of applicable Child Safety legislation such as the Child Wellbeing and Safety Act 2005 (Vic), Crimes Act 1958 (Vic), Children, Youth and Families Act 2005 (Vic), and Working With Children Act 2005 (Vic), as amended and/or replaced from time to time. Comply with Council's Child Safe Standards and Reportable Conduct Policy and assist Council to achieve a prevention focused, proactive and participatory approach to achieving and maintaining positive Child Safety related outcomes.
12. Observe the application of the Council Risk Management Policy and Strategy; be accountable for adherence to the same policy. Report identified hazards that may pose a risk to others and/or may give rise to an insurance claim. Ensure that all buildings, motor vehicles, equipment and other assets under your control are maintained in accordance with the defined standards and any required maintenance or damage are promptly reported to the appropriate officer for rectification. (Inspections/risk assessments should take into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson).
13. Comply with the requirements of applicable privacy legislation (e.g. Privacy and Data Protection Act 2014 (Vic); Health Records Act 2001 (Vic) as amended and/or replaced from time to time.
14. Adhere to the requirements of Council's Privacy Policy, that incorporates relevant Information Privacy Principles (IPPs) and Health Privacy Principles (HPPs), as amended and/or replaced from time to time.

Organisational relationships

INTERNAL	Management and employees
EXTERNAL	Program members and parents, local schools, sporting clubs, user groups, residents, industry associates, contractors and emergency services.

Person specification

To perform the job successfully, an individual should demonstrate the following competencies and qualities:

Qualifications

Essential

- > AUSTSWIM Teacher of Swimming and Water Safety Certificate.
- > AUSTSWIM Teacher of Infant Aquatics.
- > AUSTSWIM Assessor.
- > Current First Aid Level 2 Certificate.
- > Current Pool Lifeguard Award.
- > Current CPR and Defibrillator Certificate.
- > Working with Children Check.

Desirable

- > Certificate III in Sports Administration, business or equivalent.
- > AUSTSWIM Teacher of Access and Inclusion.
- > Certificate II in Sport Coaching or equivalent.
- > Workplace Trainer and Assessor.
- > Pool Operator Certificate.

Experience

Essential

- > Demonstrated experience leading, motivating and coaching team members in achievement of organisational goals and objectives.
- > Demonstrated experience in planning, developing, implementing and coordinating aquatic programs and services.
- > Demonstrated 2 years of aquatic teaching experience and a comprehensive knowledge of aquatic education and aquatic recreation programs.
- > Demonstrated experience in the operation, management and reporting of relevant administration systems (i.e. LINKS) to monitor aquatic programs performance and efficiency.
- > Demonstrated high level communication and listening skills and the ability to respond and resolve inquiries.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- > May supervise resources, other employees or groups of employees and / or provide advice to or regulate clients and / or give support to more senior employees
- > In positions where the prime responsibility is for resource supervision, the freedom to act is governed by clear objectives and / or budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans
- > In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to close supervision or the clear guidelines. The effect of decisions and actions taken on individual clients may be significant, but the decisions and actions are always subject to appeal or review by more senior employees
- > In positions where the prime responsibility is to provide direct support and assistance to more senior employees, the freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions taken will often have an impact upon the performance of the employees being supported

JUDGEMENT AND DECISION MAKING

- > The objectives of the work are usually well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives
- > The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience
- > Guidance and advice would usually be available within the time required to make a choice

SPECIALIST KNOWLEDGE AND SKILLS:

- > Supervisors require an understanding of the relevant technology, procedures and processes used within their operating unit
- > Specialists and employees involved in interpreting regulations require an understanding of the underlying principles involved as distinct from the practices
- > Support employees also require an understanding of the role and function of the senior employees to whom they provide support, an understanding of the long-term goals of the unit in which they work, and an appreciation of the goals of the wider organization
- > All employees require an understanding of the function of the position within its organizational context, including relevant policies, regulations and precedents

MANAGEMENT SKILLS:

- > These positions require skills in managing time, setting priorities and planning and organizing one's own work and in appropriate circumstances that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable
- > Where supervision is part of the job, the position requires an understanding of and ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development

INTERPERSONAL SKILLS:

- > Require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of other employees where appropriate
- > Will be expected to write reports in their field of expertise and / or to prepare external correspondence

Agreement: I have read, understood and agree to comply with this position description.

Name:

Signature:

Date:

Prepared by: Workplace People and Culture **Authorised by:** Workplace People and Culture

Date reviewed: January 2020

Selection criteria

Criteria 1.

Demonstrate experience in leading and coordinating a large team for high performance, including the development of new and existing business.

Criteria 2.

Demonstrate experience in planning, developing, implementing and coordinating aquatics programs.

Criteria 3.

Ability to establish a united team vision through the delivery of positive culture building strategies to achieve set goals.

Criteria 4.

Experience in both a strategic and operational level of development and delivery of a high level of customer service.

Criteria 5.

Demonstrate skills in financial management, the skills and capacity to manage an area budget, a comprehensive understanding of occupational health and safety regulations and other industry guidelines as they relate to programs.

Criteria 6.

Ability to develop relationships towards negotiating positive outcomes with staff, customers, contractors, other organisations and industry networks.

NOTE: Candidates are required to address each of the selection criteria in their applications.

Personal capability requirements

Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
Passive				
Sitting - counter / desk				•
Sitting – vehicle	•			
Operating telephone / computer				•
Writing / reading				•
Manual Handling				
Bending / twisting Spine			•	
Working with one or both hands above shoulder height			•	
Lifting (5kg or under p/item)			•	
Lifting (5kg or over p/item)			•	
Requiring low/light application of force	•			
Requiring medium to high application of force	•			
Lifting/holding/restraining children			•	
Exerting force in an awkward posture	•			
Holding & supporting equipment			•	
Agility				
Squatting / kneeling				•
Looking up / looking down				•
Reaching forwards or sideways				•
Gripping or grabbing equipment				•
Mobility				
Walking / standing- briefly				•
Walking / standing- extended				•
Walking on uneven ground			•	
Climb steps/stairs			•	
Climb ladder		•		
Driving – passenger vehicle		•		
Driving – light commercial (regular drivers licence)	•			
Driving – bus (endorsed licence)	•			
Driving – machinery/heavy commercial	•			
Sensory				
Hearing – face to face / telephone conversations				•
Hearing – working with loud machinery	•			
Visual – read printed material, signage				•
Visual – computer screen, electronic signs				•
Visual – driving			•	
Visual – watching with vigilance (e.g. SXS, Lifeguard)				•
Emotional				
Dealing with complex customers / residents				•
Supporting dependent persons	•			
Dealing with conflict				•
Managing complex personal situations				•
Providing empathy				•
Work Environment				
Outdoor – exposed to elements, plant & equipment			•	
Confined spaces	•			
Working alone	•			
Working at heights (greater than 2m)	•			
Exposure to extensive dust	•			
Pollen (or other allergens)		•		
Exposure to polluted odours and/or chemicals	•			
Personal waste	•			

Office Use – Pre employment Medical Checks

	If selected - Musculoskeletal assessment recommended
	If selected - Audiology (hearing) assessment recommended
	If selected – Vision assessment recommended

Office Use – Other Checks

	If selected – Risk assessment for PDA recommended
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Our workplace values



Our people | Our service | Our approach

Organisational vision

We will foster a prosperous, healthy and sustainable community.

Our mission

We are dynamic and innovative leaders, working in partnership to enhance community wellbeing.

Our values

We are **ACCOUNTABLE** to each other
and our community

We collaborate in an adaptable and
SUPPORTIVE workplace

We **PERFORM** at our best

We are open, honest, **INCLUSIVE**
and act with integrity

We ensure every voice is heard,
valued and **RESPECTED**

We are brave, bold and aspire
to **EXCELLENCE**