

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>AQUATIC EDUCATOR</b>
<b>Position Number:</b>	<b>FAC120</b>
<b>Classification:</b>	<b>AQUATIC EDUCATOR</b>
<b>Agreement/Award:</b>	<b>EBA (Schedule 11)</b>
<b>Responsible to:</b>	<b>PROGRAMS MANAGER</b>
<b>Service Area:</b>	<b>MAROONDAH LEISURE</b>

### Role and Summary Statement

To possess and maintain comprehensive knowledge of teaching and water safety providing a positive, supportive, and safe learning environment for all swimming and water safety program participants.

### Tasks and Responsibilities

1. Ensure professional and appropriate preparation for class commencement. Equipment, attendance/competency sheets, teaching area etc.
2. Demonstrate and enforce high safety standards throughout all Aquatic Programs
3. Communicate effectively and regularly with Aquatic Staff, Lifeguards and Reception Staff
4. Inform/Report all matters to the Aquatic Services Officer to remain fully informed and up to date.
5. Act in a mature, reliable and professional manner towards the centre and it's participants.
6. Posses and maintain qualifications and a thorough knowledge in Aquatic Education Teaching and the Aquatics Industry.
7. Actively support and promote Equal Employment Opportunity (EEO) within the workplace in accordance with the Equal Opportunity Act 1995, 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.
8. 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 their 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.
9. Observe the application of Council's 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).

### Organisational Relationships

<b>Internal Relationships</b>	Aquahub staff and team, Maroondah Leisure Support Services, Maroondah City Council
<b>External Relationships</b>	Patrons of the Centre, clubs, schools and user groups.

## Qualifications & Experience

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

### Qualifications

#### **Essential**

- Current AUSTSWIM Teacher of Swimming and Water Safety Certificate
- Current CPR

#### **Other Certificates, Checks and Licenses**

- (e.g. Working With Children, Drivers Licence, Police Check, First Aid Certificate)

#### **Desirable**

- AUSTSWIM Teacher of Aquatics Access and Inclusion
- AUSTSWIM Teacher of Infant and Preschool Aquatics
- AUSTSWIM Teacher of Adults
- AUSTSWIM Teacher of Towards Competitive Strokes

## Experience

### INTER-PERSONAL SKILLS:

#### **Written Communication**

Requires reading and writing skills sufficient to produce a written record of simple events; read standardised correspondence; read and interpret documents such as safety rules, less complex operating and maintenance instructions and procedure manuals.

#### **Speaking and Listening Skills**

Requires ability to gain co-operation from others to achieve a specific immediate outcome. Able to reflect empathy with others, be aware of body language, and to gauge emotions.

### SPECIALIST SKILLS AND KNOWLEDGE:

#### **Numeracy**

Requires basic numeracy such as counting, recording numbers, simple addition and subtraction (possibly with use of an adding machine or calculator), handling small amounts of money), or reading simple instruments.

#### **Computer Skills**

Use basic spreadsheets, perform basic word processing functions and file management procedures (copy, move, delete, save), use printers, operate e-mail and use the Internet.

#### **Physical Skills**

The position is not one that specifically relies on a high level of physical fitness or agility.

#### **Care**

The position requires that compassion be expressed towards, or comfort be provided to, a person or other living thing on a personal basis.

#### **Application of the Law and Legislative Procedure**

Applies standardised legislative procedures in a specific field relevant to the position's work unit. There is normally little uncertainty surrounding its application.

### MANAGEMENT SKILLS:

#### **Research, Analysis and Information Management Skills**

The position is not one that deals with research or analysis activities.

#### **Financial Resources Management Skill**

Does not require knowledge of financial resource management, or of setting or using budgets.

#### **Human Resources Management Skill**

Requires familiarity with and the ability to apply human resource policies, including for example conditions of employment and occupational health and safety. May provide on-the-job training, guidance and advice based on practical experience up to the level of elementary clerical, sales, service or manual skills, in conjunction with trainers, tradespersons, or more skilled employees.

**JUDGEMENT AND DECISION MAKING:**

**Problem Solving**

Semi-routine situations involving limited choice between established routines and precedents, i.e. looking to experience to provide the answer. The jobholder must identify, with modification as appropriate, a solution from among a range of similar, previously established options.

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

**Functional Breadth**

Supervision of an activity within a function.

**Proficiency**

In vocational, trade, or professional jobs, and in non-vocational supervisory jobs, works independently on tasks of standard difficulty for the role. For non-vocational, non-supervisory jobs, positions that require a well experienced practitioner, or is proficient in a specialised area.

**Accountability for Capital Assets**

The assets over which the position has a level of stewardship do not contribute materially to the wellbeing of the organisation nor does the level of efficiency of their use materially impact on the overall performance of the organisation. Such assets have limited importance in the overall context of the organisation and include for example machines, vehicles, small mobile plant, small amounts of cash.

**Accountability for Client Service**

The position is responsible for providing advanced level clerical, trades, associate professional, or the lowest level professional services to clients internal to the organisation.

**Impact**

Minimal impact.

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

**Name:** .....

**Signature:** .....

**Date:** .....

<b>Prepared by:</b>	<i>Maroondah Leisure</i>	<b>Authorised By:</b>	<i>Jessica Mikaelian</i>
<b>Signature:</b>		<b>Date Reviewed:</b>	<i>01/03/2015</i>

## SELECTION CRITERIA

**POSITION TITLE:** AQUATIC EDUCATOR

**POSITION NUMBER:** FAC120

**Criteria 1.**

Current AUSTSWIM, CPR and Defibrillation certificates, Working with Children Check, and Police check

**Criteria 2.**

Excellent communications skills, the ability to control behavioural management of groups.

**Criteria 3.**

Demonstrate knowledge of the Royal Life Saving Society Swim and Survive Program.

**Criteria 4.**

Ability to work effectively as part of a team. A demonstrated commitment to team philosophy.

**Criteria 5.**

Well developed knowledge of Teaching Swimming and Water Safety

**NOTE:**

**Candidates are required to address each of the Selection Criteria in their applications.**

## PERSONAL CAPABILITY REQUIREMENTS

TASKS DESCRIPTIONS (Tick relevant frequency)

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

### 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



## Co-operation

*Working together and sharing knowledge to achieve common goals and agreed outcomes.*

We encourage people to:

- INVOLVE OTHERS
- ACHIEVE ORGANISATIONAL GOALS
- SUPPORT COLLEAGUES
- VALUE PEOPLE
- BUILD RELATIONSHIPS
- BE ACTIVE TEAM MEMBERS

- Work with others in decision-making and the development of goals and plans.
- Understand the different roles across the organisation and fully utilise skills and experience of others to help achieve goals and outcomes.
- Recognise strengths and demonstrate appreciation of team members.
- Respect individual differences and opinions and acknowledge the effort and achievement of colleagues.
- Develop a wide range of alliances and a comprehensive knowledge of the organisation and its services.
- Be accountable and acknowledge and support those who demonstrate leadership.

## Commitment

*Leading by example to achieve the best result for the organisation and the community.*

We encourage people to:

- BUILD TRUST
- SEE THINGS THROUGH
- DEVELOP SKILLS
- TAKE INITIATIVE
- SEEK RESPONSIBILITY

- Act with openness, honesty, and integrity.
- Be accountable and proactive with tasks and work through any associated issues to see tasks through to completion.
- Actively seek feedback and opportunities to improve skills.
- Anticipate the requirements and needs of others and take action outside of routine responsibilities.
- Take on responsibilities that will broaden experience and add to the effectiveness of the team.

## Communication

*Sharing information and ideas at all levels, the Council and the community.*

We encourage people to:

- LISTEN TO OTHERS
- DEMONSTRATE RESPECT FOR ALL
- ACT WITH HONESTY AND INTEGRITY
- COMMUNICATE CLEARLY AND EFFECTIVELY
- KEEP OTHERS INFORMED
- USE INFORMATION ETHICALLY

- Actively listen and demonstrate empathy for others' underlying concerns, interests and/or emotions.
- Respect others' opinions and views.
- Communicate openly and honestly and act with integrity.
- Use and demonstrate respect for communication styles and mediums that best suit the receiver, issue and situation. Ensure the information communicated is understood by the receiver.
- Willingly share information and keep the community and colleagues well informed.
- Respect confidentiality and the sensitivity of some forms of information, and protect the accuracy of data.

## Continuous Improvement and Innovation

*Consistently finding better ways of delivering service and value*

We encourage people to:

- UNDERSTAND NEEDS
- SOLVE PROBLEMS
- CONSIDER ALTERNATIVES
- EMBRACE BETTER WAYS
- EVALUATE PERFORMANCE
- ENCOURAGE INNOVATION
- STRIVE FOR EXCELLENCE
- SHARE IDEAS WITH OTHERS

- Seek to clearly understand the requirements of those to whom we provide service.
- Raise problems openly, consult with others and generate alternative options.
- Take inspiration from internal and external influences to form new ideas, approaches, better processes and practices.
- Demonstrate flexibility and a willingness to embrace change.
- Continually measure and assess the performance of the activities in which we are involved, review processes and provide honest and constructive feedback.
- Think outside the square to explore new ideas and opportunities.
- Seek to lead the way.
- Promote and communicate ideas.

## Maroondah City Council – Core Competencies

Employee Level Core Competencies	Supervisor / Coordinator / Leading Hand Level Core Competencies	Team Leader Level Core Competencies	Manager Level Core Competencies	Director Level Core Competencies	CEO Level Core Competencies
<p><b>Cooperation</b></p> <p>The ability to work harmoniously with others to achieve common goals and agreed outcomes. Value work relationships. Share critical information and knowledge and seek opinions before making decisions. Respond positively to instructions and procedures. Work effectively on projects that cross functional lines.</p>	<p><b>Cooperation</b></p> <p>The ability to work harmoniously with others to achieve common goals and agreed outcomes. Value work relationships. Share critical information and knowledge and seek opinions before making decisions. Respond positively to instructions and procedures. Work effectively on projects that cross functional lines.</p>	<p><b>Cooperation</b></p> <p>The ability to work harmoniously with others to achieve common goals and agreed outcomes. Value work relationships. Share critical information and knowledge and seek opinions before making decisions. Respond positively to instructions and procedures. Work effectively on projects that cross functional lines.</p>	<p><b>Cooperation</b></p> <p>The ability to work harmoniously with others to achieve common goals and agreed outcomes. Value work relationships. Share critical information and knowledge and seek opinions before making decisions. Respond positively to instructions and procedures. Work effectively on projects that cross functional lines.</p>	<p><b>Cooperation</b></p> <p>The ability to work harmoniously with others to achieve common goals and agreed outcomes. Value work relationships. Share critical information and knowledge and seek opinions before making decisions. Respond positively to instructions and procedures. Work effectively on projects that cross functional lines.</p>	<p><b>Cooperation</b></p> <p>The ability to work harmoniously with others to achieve common goals and agreed outcomes. Value work relationships. Share critical information and knowledge and seek opinions before making decisions. Respond positively to instructions and procedures. Work effectively on projects that cross functional lines.</p>
<p><b>Commitment</b></p> <p>The ability to lead by example to achieve the best result for the organisation and the community. Take pride in work; evaluate work results for effectiveness and look for opportunities to improve work practices to achieve excellence.</p>	<p><b>Commitment</b></p> <p>The ability to lead by example to achieve the best result for the organisation and the community. Take pride in work; evaluate work results for effectiveness and look for opportunities to improve work practices to achieve excellence.</p>	<p><b>Commitment</b></p> <p>The ability to lead by example to achieve the best result for the organisation and the community. Take pride in work; evaluate work results for effectiveness and look for opportunities to improve work practices to achieve excellence.</p>	<p><b>Commitment</b></p> <p>The ability to lead by example to achieve the best result for the organisation and the community. Take pride in work; evaluate work results for effectiveness and look for opportunities to improve work practices to achieve excellence.</p>	<p><b>Commitment</b></p> <p>The ability to lead by example to achieve the best result for the organisation and the community. Take pride in work; evaluate work results for effectiveness and look for opportunities to improve work practices to achieve excellence.</p>	<p><b>Commitment</b></p> <p>The ability to lead by example to achieve the best result for the organisation and the community. Take pride in work; evaluate work results for effectiveness and look for opportunities to improve work practices to achieve excellence.</p>
<p><b>Communication</b></p> <p>The ability to share information and ideas at all levels, the Council and the community. Effectively transfer ideas, concepts and information, speak clearly and persuasively in positive or negative situations and listen and seek clarification.</p>	<p><b>Communication</b></p> <p>The ability to share information and ideas at all levels, the Council and the community. Effectively transfer ideas, concepts and information, speak clearly and persuasively in positive or negative situations and listen and seek clarification.</p>	<p><b>Communication</b></p> <p>The ability to share information and ideas at all levels, the Council and the community. Effectively transfer ideas, concepts and information, speak clearly and persuasively in positive or negative situations and listen and seek clarification.</p>	<p><b>Communication</b></p> <p>The ability to share information and ideas at all levels, the Council and the community. Effectively transfer ideas, concepts and information, speak clearly and persuasively in positive or negative situations and listen and seek clarification.</p>	<p><b>Communication</b></p> <p>The ability to share information and ideas at all levels, the Council and the community. Effectively transfer ideas, concepts and information, speak clearly and persuasively in positive or negative situations and listen and seek clarification.</p>	<p><b>Communication</b></p> <p>The ability to share information and ideas at all levels, the Council and the community. Effectively transfer ideas, concepts and information, speak clearly and persuasively in positive or negative situations and listen and seek clarification.</p>
<p><b>Continuous Improvement and Innovation</b></p> <p>The ability to find better ways of delivering service and value. Challenge conventional practices; adapt established methods for new uses; pursue ongoing improvement activities and create novel solutions to problems.</p>	<p><b>Continuous Improvement and Innovation</b></p> <p>The ability to find better ways of delivering service and value. Challenge conventional practices; adapt established methods for new uses; pursue ongoing improvement activities and create novel solutions to problems.</p>	<p><b>Continuous Improvement and Innovation</b></p> <p>The ability to find better ways of delivering service and value. Challenge conventional practices; adapt established methods for new uses; pursue ongoing improvement activities and create novel solutions to problems.</p>	<p><b>Continuous Improvement and Innovation</b></p> <p>The ability to find better ways of delivering service and value. Challenge conventional practices; adapt established methods for new uses; pursue ongoing improvement activities and create novel solutions to problems.</p>	<p><b>Continuous Improvement and Innovation</b></p> <p>The ability to find better ways of delivering service and value. Challenge conventional practices; adapt established methods for new uses; pursue ongoing improvement activities and create novel solutions to problems.</p>	<p><b>Continuous Improvement and Innovation</b></p> <p>The ability to find better ways of delivering service and value. Challenge conventional practices; adapt established methods for new uses; pursue ongoing improvement activities and create novel solutions to problems.</p>



## Maroondah City Council – Core Competencies

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<p><b>Customer Service Skills</b></p> <p>The ability to build and maintain customer satisfaction with the products and services offered by the organisation. A desire to help or serve others in accordance with customer service processes and standards.</p>	<p><b>Customer Focus and Quality</b></p> <p>The ability to focus the team on the delivery of high quality and innovative services to internal and external clients. Resolve difficult or complicated challenges.</p>	<p><b>Customer Service Management</b></p> <p>The ability to plan and direct customer service activities that meet customer needs and support organisational operations. Work with stakeholders to deliver improved customer services and to resolve complex complaints.</p>	<p><b>Stakeholder Engagement and Management</b></p> <p>The ability to identify, collaborate and negotiate with stakeholders of diverse interests to achieve successful outcomes.</p>	<p><b>Agility and Critical Thinking</b></p> <p>The ability to deal with ambiguity and change, to lead and foster innovation and creativity. Make and implement decisions quickly to generate successful outcomes.</p>	<p><b>Conduct and Governance</b></p> <p>The ability to provide direction and effectively monitor, control and take accountability for the activities of the organisation and its people.</p>
<p><b>People and Teamwork Skills</b></p> <p>The ability to adapt to and work cooperatively in partnership with others in a variety of situations</p>	<p><b>People Management / Development</b></p> <p>The ability to inspire, coach, empower, develop and motivate people and take corrective action when required.</p>	<p><b>Leadership and Coaching</b></p> <p>The ability to effectively lead, manage and develop the team in achievement of team and organisational goals. Recruit and retain the right people with the right skills and enable co-workers to grow and succeed through feedback, instruction and encouragement.</p>	<p><b>Innovation Leadership</b></p> <p>The ability to promote a culture that supports and encourages improvement and rewards successful innovative outcomes.</p>	<p><b>Change Leadership</b></p> <p>The ability to manage complex change including understanding cultural dynamics and developing practical strategies to support the change team to achieve the best outcomes for the organisation.</p>	<p><b>Transformational Leadership</b></p> <p>The ability to build, motivate and collaborate with people at different levels of an organisation to accomplish change for the better. Set goals and incentives to push people to higher performance levels, while providing opportunities for personal and professional growth.</p>
<p><b>Personal Planning and Effectiveness</b></p> <p>The ability to plan, prioritise manage and accept responsibility for own work outcomes. Communicate effectively with stakeholders.</p>	<p><b>Team Planning and Work Organisation</b></p> <p>The ability to plan and manage work assignments, assign responsibilities, set expectations, align performance goals with organisational goals, manage conflict and monitor delegated activities.</p>	<p><b>Team Planning, Performance and Process Improvement</b></p> <p>The ability to create, execute and monitor team plans. Set ambitious goals and high standards for the team and work towards improving work processes.</p>	<p><b>Service Delivery Planning and Execution</b></p> <p>The ability to devise plans to maintain and build organisational sustainability through strategic and organisational innovation. Apply relevant legislative and risk management and mitigation strategies into work activities.</p>	<p><b>Strategic Thinking, Planning and Foresight</b></p> <p>The ability to visualise the big picture, align priorities with broader goals, monitor and measure outcomes and use feedback to produce or alter plans and actions of the organisation.</p>	<p><b>Community Focus and Service Delivery</b></p> <p>The ability to direct the growth and innovation of service delivery across the organisation and broader Local Government. Deliver more connected services to provide better outcomes for the community.</p>
<p><b>Self Management and Personal Development Skills</b></p> <p>The ability to adapt to new situations by applying skills in different areas, or by acquiring new skills. Display an ongoing commitment to learning and self-improvement.</p>	<p><b>Emotional Intelligence</b></p> <p>The ability to evaluate emotions and restrain negative actions under conditions of stress to achieve goals. Empathise and negotiate with others whilst exercising tact and diplomacy.</p>	<p><b>Relationship Building and Stakeholder Management</b></p> <p>The ability to build and maintain positive and productive relationships with internal and external stakeholders to achieve mutually beneficial outcomes. Engage stakeholders, manage expectations, address concerns and resolves issues.</p>	<p><b>Organisational/ Environmental Awareness / Systems Thinking</b></p> <p>The ability to scan the internal and external environment for information about the present and future. Apply simple thinking techniques for gaining systemic insights into complex situations and problems. Manage organisational assets to increase organisational performance.</p>	<p><b>Political Acumen and Strategic Influencing</b></p> <p>The ability to understand the socio-cultural, historical, political, and economic context within which the organisation operates. Integrate an understanding of the organisational direction with an awareness of the political climate to solve problems and accomplish goals.</p>	<p><b>Positioning and Partnerships</b></p> <p>The ability to manage partnerships and to be creative and participative in harmonising different interests, expectations, and needs among networks. Use a variety of coaching methodologies to understand the perspectives of others and to create opportunities for success.</p>