



Pool Lifeguard - BRAC

Pool Lifeguard

PRA 20/17 Casual

The Position:

An excellent opportunity has arisen for a dynamic, experienced and qualified candidate to join the Shire of Broome in the role of Pool Lifeguard. This position will report to the Duty Manager.

The Pool Lifeguard will be responsible for assisting in the overall safe, effective and efficient daily operation of the Aquatic area. This includes ensuring routine operation and maintenance of pool equipment, supervise and liaise with all patrons in the Aquatic area and undertake cleaning to ensure the facility is free of litter and presented to a high standard.

A full job description is contained within this Job Application for those suitably qualified candidates looking to apply and join the dynamic team here at the Shire of Broome.

The Person We Seek:

The preferred candidate will have Pool Lifeguard Qualification or equivalent, First Aid Certificate including CPR, Working with Children Check, demonstrated experience working within an aquatic facility, sound customer service and interpersonal skills and in-depth knowledge of the Health Act, regulations and Local Laws applying to the maintenance and operation of a public swimming pool and recreation centre.

What the Shire of Broome Offers:

Broome has magnificent beaches and a natural environment that boasts desirable lifestyles, active and dynamic cultural and social scenes, with an emergent commercial and industrial development.

The Shire of Broome offers attractive remuneration including superannuation benefits of up to 15.5%, professional development and salary sacrifice options.

For more information on salary and employment conditions please refer to the Shire of Broome employment page <http://www.broome.wa.gov.au/Career-Opportunities> and view the Job Application Pack.

How to Apply:

Completed Job Applications are to be submitted through Shire's website at <http://www.broome.wa.gov.au/Home>

For more information contact Human Resources on 08 9191 3456 or email to hr@broome.wa.gov.au.

For more information on Broome visit: <http://www.youtube.com/watch?v=QomGobdAv9o> and <https://vimeo.com/125221394>.

Application Deadline:

Applications for this position are to quote **PRA-20/17** and are to be received no later than **4:00 pm Thursday, 13 August 2020**.

Position Details

Pool Lifeguard

Thank you for your enquiry regarding our position advertised. To apply for this position, include all of the following attachments with a copy of your resume:

1. **A Cover Letter** introducing yourself and explaining why you are applying for this position.
2. **Key Selection Criteria** located on the last page of the Position Description contained within this Job Application package. For further information please see 'Hints for Key Selection Criteria.
3. **A current resume** with the details of your previous work history, qualifications, and other competencies including knowledge, skills and abilities you think are relevant to the position.
4. **Professional referees:** A minimum of two referees must be obtained from direct reports, being either a supervisor or manager responsible for overseeing the day to day performance of the candidate from the last two employers. The Shire reserves the right to request up to a maximum of two additional reference checks if required.

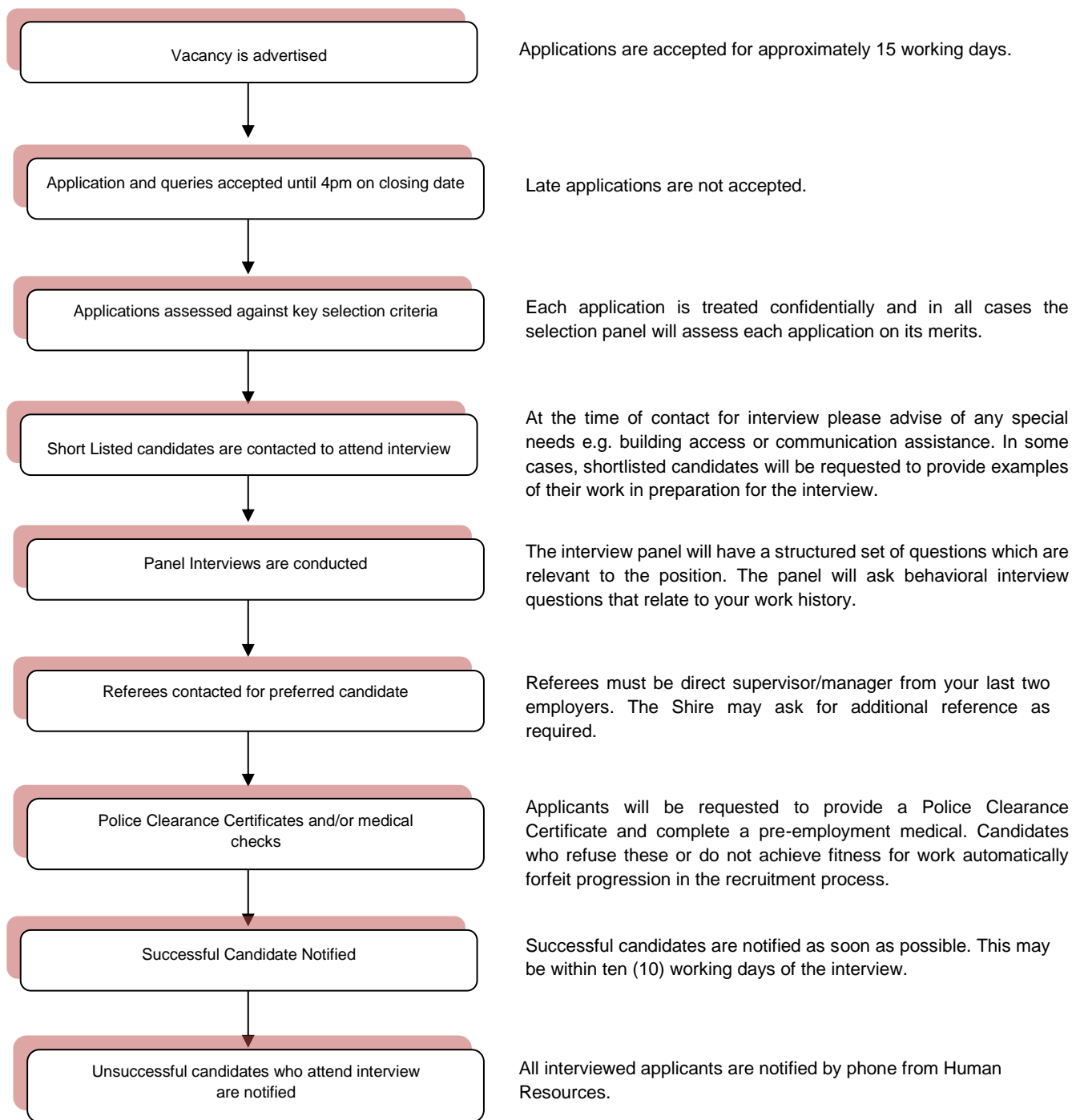
Hints for Key Selection Criteria:

To be considered for an interview, your application must address the Key Selection Criteria. There is no right or wrong way to format your written application however the purpose of the Key Selection Criteria is to identify how well your knowledge, skills and abilities relate to the position. Write your application to address each key selection criteria detailing how your previous employment and qualifications are suitable to the role.

The following information is a guideline to the type of information required in your detailed response:

- Each key selection criteria should comprise of two or three paragraphs to support the details contained in your resume.
- Only include relevant information to reduce non-essential information. Be clear and concise.

The Recruitment/Selection Process



Please note due to the high volume of applications received, only applicants short-listed for interview will be contacted by the Human Resources team. To those applicants not shortlisted, we extend our appreciation for considering The Shire of Broome as a potential employee

Annual Remuneration Package

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|-----------------------------|-------------------------|-----------------------------|-------------------------|
| Salary Level: D.1 | \$31.83 per hour | Salary Level: D.4 | \$34.22 per hour |
| Location Allowance: | \$1.05 per hour | Location Allowance: | \$1.05 per hour |
| Cash component: | \$32.88 per hour | Cash component: | \$35.27 per hour |
| Superannuation 9.5% | \$3.13 per hour | Super 9.5% | \$3.35 per hour |
| Total Package Value: | \$36.01 per hour | Total Package Value: | \$38.62 per hour |

Industrial Agreement:

Employment conditions are in accordance with the Shire of Broome Inside Staff Enterprise Bargaining Agreement.

Location Allowance:

The Location allowance is an extra cash benefit paid to Casual employees on an hours worked basis. The allowance is in addition to the salary level and forms part of your standard fortnight salary.

Hours of Work:

Hours of work will be as per the fortnightly roster, at the discretion of the Manager and may include weekend work.

Weekend Penalties:

Hours worked on Saturday and Sunday will attract additional loading benefits.

Overtime:

No overtime is payable unless you have prior approval, authorised in writing, from your Manager.

Annual and Personal Leave:

Annual leave and Personal leave do not apply to Casual employees.

Uniform Policy:

Employees are currently provided with a uniform in accordance with the Shire of Broome Inside Staff Enterprise Agreement.

Broome Recreation and Aquatic Centre (BRAC) Membership:

The Shire of Broome values a healthy, active workforce and acknowledges the many flow on benefits of having a healthy workforce. Employees shall be provided with an Adult Access or a Family Membership to the Broome Recreation and Aquatic Centre whilst they are an Employee.

Superannuation:

Superannuation Guarantee: Council currently contributes 9.5% of fortnightly salary.

Additional contributions (optional):

Council currently contributes up to an additional 6% (to a total of 15.5%) of fortnightly salary when an employee contributes a minimum of 6% of their fortnightly salary. If this option is taken, there is 21.5% contributed to the employee's Superannuation account; 15.5% from the Employer and 6% from the employee.

Probationary Period:

A three-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended by the manager/supervisor for an additional period of no greater than three months.

Pre-Employment Medical:

The preferred applicant for this position will be asked to complete a medical questionnaire and undertake a pre-employment medical examination prior to an offer of employment being confirmed. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Broome. Preexisting illnesses will not exclude potential candidates from the recruitment process. For more information please contact the Human Resources department at the Shire of Broome.

Code of Conduct:

Ensure professional conduct is of the highest standard in accordance with Council's Code of Conduct and policies as adopted and modified from time to time.

Position Description

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|------------------------|---|
| Position Title: | Pool Lifeguard – Casual |
| Classification: | Level D1 – D4 |
| Agreement: | The Shire of Broome Inside Staff Enterprise Agreement |
| Department: | Development and Community |
| Location: | Broome Recreation and Aquatic Centre |
| Date reviewed: | July 2020 |
| Approved by: | Manager Sport and Recreation |

Commitment to the Shire

Our Vision for the Shire of Broome:

A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment.

Our Mission:

To deliver affordable and quality Local Government services.

Our Values are:

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|-------------------------|--|
| <i>Communication:</i> | Actively consult, engage and communicate with, and on behalf of the community |
| <i>Integrity:</i> | Be honest, equitable and ethical in all our dealings. |
| <i>Respect:</i> | Recognise and respect the individual and unique requirements of all people, cultures and groups. |
| <i>Innovation</i> | Drive change through leadership and energy. |
| <i>Transparency:</i> | Be open and accountable in all our activities. |
| <i>Courtesy:</i> | Provide courteous service and helpful solutions. |
| <i>Code of Conduct:</i> | For Council Members, Committee & Working Group Members and Employees (as amended May 2014) |

Position Objectives

- To ensure that the highest level of safety, supervision and risk minimization is maintained for patrons of the Broome Recreation & Aquatic Centre (BRAC).
- To assist BRAC management in the timely and effective delivery of services including preparation for scheduled programming in the aquatic area.
- To provide a high level of customer service to Aquatic Centre patrons.

Position Key Responsibilities

- Assist with the management of the daily operation of the aquatic area.
- Ensure routine operation and maintenance of pool equipment.
- Supervise all patrons in the Aquatic area.
- In conjunction with the Duty Manager control all emergency situations in the facility whilst on duty.
- Liaise with all patrons of the centre.
- Undertake cleaning of pool and change rooms to ensure the facility is free of litter and presented to a high standard at all times.
- Any other duties that assist in the overall safe, effective and efficient operation of the Centre.

Organisational Responsibilities

Human Resource Management

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

Compliance

- Ensure compliance with relevant legislation, policies and procedures.

- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the State Records Act 2000 by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- Contributes to the achievements of the Directorate generally.
- To undertake special projects within skill base and qualifications when required.

Organisational Relationship/Context

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| Reports to: | Duty Manager Operations Supervisor Manager Sport and Recreation |
| Supervises: | Patrons in the Aquatic area |
| Internal Contacts: | Other BRAC Staff |
| External Contacts: | User groups of BRAC Parks and Gardens General Public Performance Appraisal conducted annually |

Key Selection Criteria

Essential:

- Basic time management skills
- Sound customer service and interpersonal skills
- Sound supervision & problem-solving skills
- Basic verbal communication & written skills
- Sound knowledge of First Aid & Rescue techniques
- Demonstrated experience working within an aquatic facility
- Sound knowledge of the Health Act, regulations and Local Laws applying to the maintenance and operation of a public swimming pool and recreation centre.
- Sound knowledge of the safety procedures and requirements for the handling of hazardous chemicals used for water treatment.

Qualifications and/or Training:

- Pool Lifeguard Qualification or Pool Bronze Medallion
- First Aid Certificate including CPR
- Western Australian Working with Children Check
- Police Clearance:
 - To be valid within last three months – It is a requirement of this position for an applicant to provide a National Police Certificate. This certificate remains the property of the applicant; however, a notation of sighting the original certificate will be kept on the employee's personal file.
 - Western Australian Applicants are to provide a National Police Certificate via WA Police. Interstate applicants are required to provide a Federal Police Certificate via the Australian Federal Police.