

Swimming Instructor

Classification:	Level D1 – D5
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	Community Facilities
Directorate:	Corporate Services
Location:	BRAC
Date reviewed:	September 2021
Approved by:	Manager Community Facilities

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive</i>	Proactive, forward thinking, open-minded and innovative.
<i>for Everyone</i>	for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purposes and Objectives

- To ensure that the highest level of safety, supervision and instruction of water safety and swimming lessons is maintained for the patrons of the Broome Recreation & Aquatic Centre
- To liaise with the Supervisor to ensure that the Broome Aquatic Swim School program is maintained to a high standard and in compliance with all Council Policies & Health Regulations.
- To provide Council and patrons with a well maintained, effectively programmed and safe environment for aquatic pursuits.

Position Key Responsibilities and Duties

Corporate / Organisational:

- Assist with the provision of swimming lessons in accordance with the Broome Aquatic Swim School program.
- Supervise all students in your care.
- Any other duties consistent with the level of this position and the principles of broad banding.

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

Reports to:	Manager Sport and Recreation Operations Supervisor Program Development Coordinator
Supervises:	Swim school students
Internal Contacts:	Other BRAC staff Other Shire Staff
External Contacts:	Customers/General Public
Performance Review:	Probation period – first three months of employment 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 CPR & Rescue techniques
- Relevant essential Certificates/Qualifications

Qualifications and/or Training:

- Austswim &/or RLSS Teacher of Swimming or equivalent
- CPR certification
- Working with Children Check
- Current unrestricted 'C' class national driver's licence.

Desirable:

- Bronze Medallion or Pool Lifeguard qualification
- Senior First Aid Certificate
- Current C Class Drivers Licence
- Infant and pre-school aquatics experience.