

# Position Description

<b>Position Title:</b>	Swimming Instructor – Broome Recreation & Aquatic Centre
<b>Classification:</b>	D1-D5
<b>Agreement:</b>	Shire of Broome Inside Enterprise Agreement
<b>Department:</b>	Development and Community
<b>Location:</b>	Broome Recreation and Aquatic Centre (BRAC)
<b>Date reviewed:</b>	September 2019
<b>Approved by:</b>	Manager Sports 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:**

<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)

## **Position 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**

### **Daily Operations**

- 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 absence.
- 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.
- Seek guidance for all new or modified work practices to ensure safety is a high priority consideration.
- Not willfully place at risk the health or safety of any person in the workplace.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the Supervisor.

### **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

<b>Reports to:</b>	Manager Sport and Recreation Operations Supervisor Program Development Coordinator
<b>Supervises:</b>	Swim school students
<b>Internal Contacts:</b>	Other BRAC staff Other Shire Staff
<b>External Contacts:</b>	Customers/General Public
<b>Performance Review:</b>	Probation period – first three months of employment Performance Appraisal conducted annually