



Swimming Instructor  
Casual Pool  
PRA 20/22

# Swimming Instructor – Casual Pool

## PRA 22/22 Casual Pool

### The Position:

An exciting opportunity is available for suitable, qualified Swimming Instructors wishing to join the dynamic team at the Broome Recreation & Aquatic Centre. This position will report to the BRAC Program Development Officer.

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 successful applicants will be an enthusiastic, confident individual with a passion for sharing a love of the water and who is flexible to work as part of a team. You will be appropriately qualified in swim teaching, have excellent customer service, interpersonal and problem solving skills as well as sound knowledge of First Aid and rescue techniques.

### 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](mailto:hr@broome.wa.gov.au).

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

### Application:

Applications for this position are to quote **PRA-20/22**.

## Position Details

### Swimming Instructor – BRAC – Casual Pool

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.

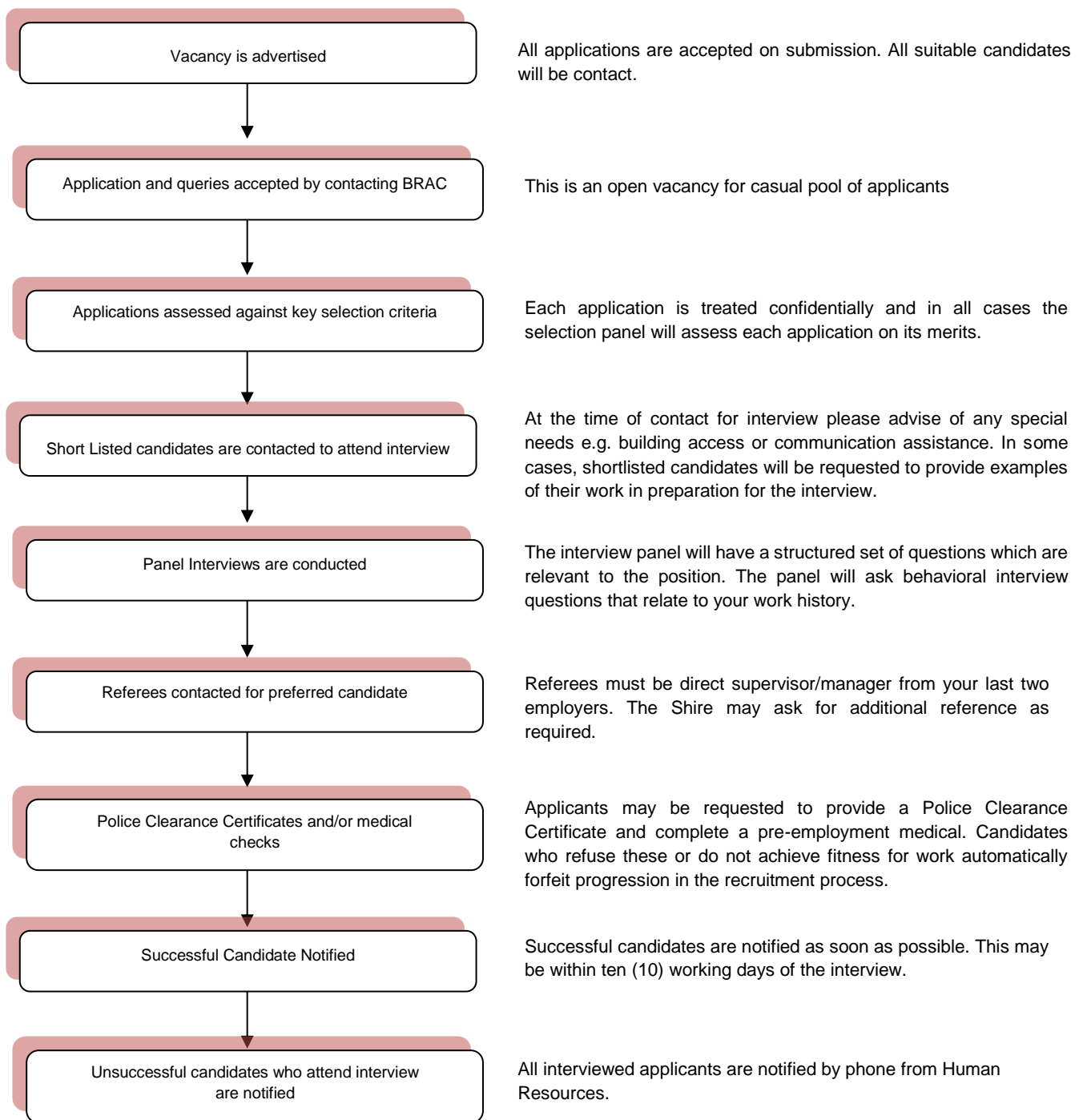
### Hints for Key Selection Criteria:

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

Salary Level: D.1	\$31.83 per hour
Location Allowance:	\$1.05 per hour
<b>Cash component:</b>	<b>\$32.88 per hour</b>
Super 9.5%	\$3.12 per hour
<b>Total Package Value:</b>	<b>\$36.00 per hour</b>

### 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 BRAC Management Team 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

<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

**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 – Western Australia
- 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.
- AustSwim Towards Competitive Stokes qualification