



# RECRUITMENT INFORMATION PACKAGE

## AQUATICS AND RECREATION SUPERVISOR

Applications close Monday 16 October 2023, 5pm.

## AQUATICS AND RECREATION SUPERVISOR

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description  
*(Note this document contains the selection criteria for the position)*
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Natalie Kais, Human Resources Officer on (08) 9761 0800 or via email to [nkais@bridgetown.wa.gov.au](mailto:nkais@bridgetown.wa.gov.au).

PHIL ST JOHN  
ACTING CHIEF EXECUTIVE OFFICER

# VACANCY

## AQUATICS AND RECREATION SUPERVISOR

We are looking for a suitably qualified and enthusiastic, senior level operator to supervise the aquatic facility operations during the Bridgetown Leisure Centre's pool season and assist the Recreation Coordinator in the smooth operations of Bridgetown's recreation facilities during the Winter season.

This is a fulltime position, offering the successful candidate a wide and varied job description with a focus on high quality customer service to positively enhance the experience for our patrons of the Bridgetown Leisure Centre.

Relevant formal qualifications are a must, along with a high level of fitness and motivation in overseeing the team and contributing to their development, bringing about best practice customer-focused outcomes.

The position is offered at Level 6 of the Local Government Officers' (WA) Award 2021 and the Shire of Bridgetown-Greenbushes (Administration) Employee Collective Agreement 2023, with an annual salary of \$75,606.

## HOW TO APPLY

The Recruitment Information Package for this position can be downloaded from the Shire's website <https://www.bridgetown.wa.gov.au/employment> or obtained by emailing [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au).

Your confidential application, addressed to the Acting CEO, will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au), via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown and should reach this office by **Monday 16 October 2023, 5pm**.

# POSITION DESCRIPTION

1. **POSITION TITLE** AQUATICS & RECREATION SUPERVISOR
2. **DEPARTMENT** DEVELOPMENT, COMMUNITY AND INFRASTRUCTURE
3. **AWARD COVERAGE AND CONDITIONS**
  - Level 6 of the Local Government Officers' (WA) Award 2021 and Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2019.
4. **POSITION OBJECTIVES**

Responsible for the day-to-day delivery of services and facility administration for the Bridgetown Leisure Centre. This position will be responsible for leading the aquatic facility operations during the annual pool season (November – April) and working as part of a committed team in the recreation centre during the winter, to deliver a high quality, safe and customer-focussed service to the patrons of the Bridgetown Leisure Centre.
5. **REQUIREMENTS OF THE POSITION**
  - 5.1 Skills
    - Excellent time management skills including ability to prioritise tasks and meet deadlines.
    - Ability to communicate well - verbally and in writing.
    - High level of administrative skills.
    - Excellent customer service skills.
    - Ability to follow direction and to work independently to a high standard with limited supervision.
    - Ability to prepare and implement programs. (including program budgets)
    - Ability to grow the business through promotion of services and activities.
  - 5.2 Knowledge
    - Knowledge in the operation and maintenance of chlorine gas system in a group 1 aquatics facility.
    - Understanding of contemporary sport, recreation, health and fitness industry issues, trends and standards.
    - Understanding of facility operations, service delivery and customer service in a community-based leisure centre
    - Demonstrated understanding of senior first aid techniques
  - 5.3 Experience
    - 5-year minimum experience in an aquatic centre OR leisure/recreation centre
    - Experience in leisure centre management software system/s (i.e. Phoenix)
    - Extensive customer service experience
    - Experience in supervising staff
  - 5.4 Qualifications
    - Current Pool Lifeguard Certificate (RLSSA)
    - Current Group 1 Aquatic Facility and Pool Operators Certificate
    - Current Provide First Aid Certificate
    - Current CPR Certificate

## 6. KEY DUTIES/RESPONSIBILITIES

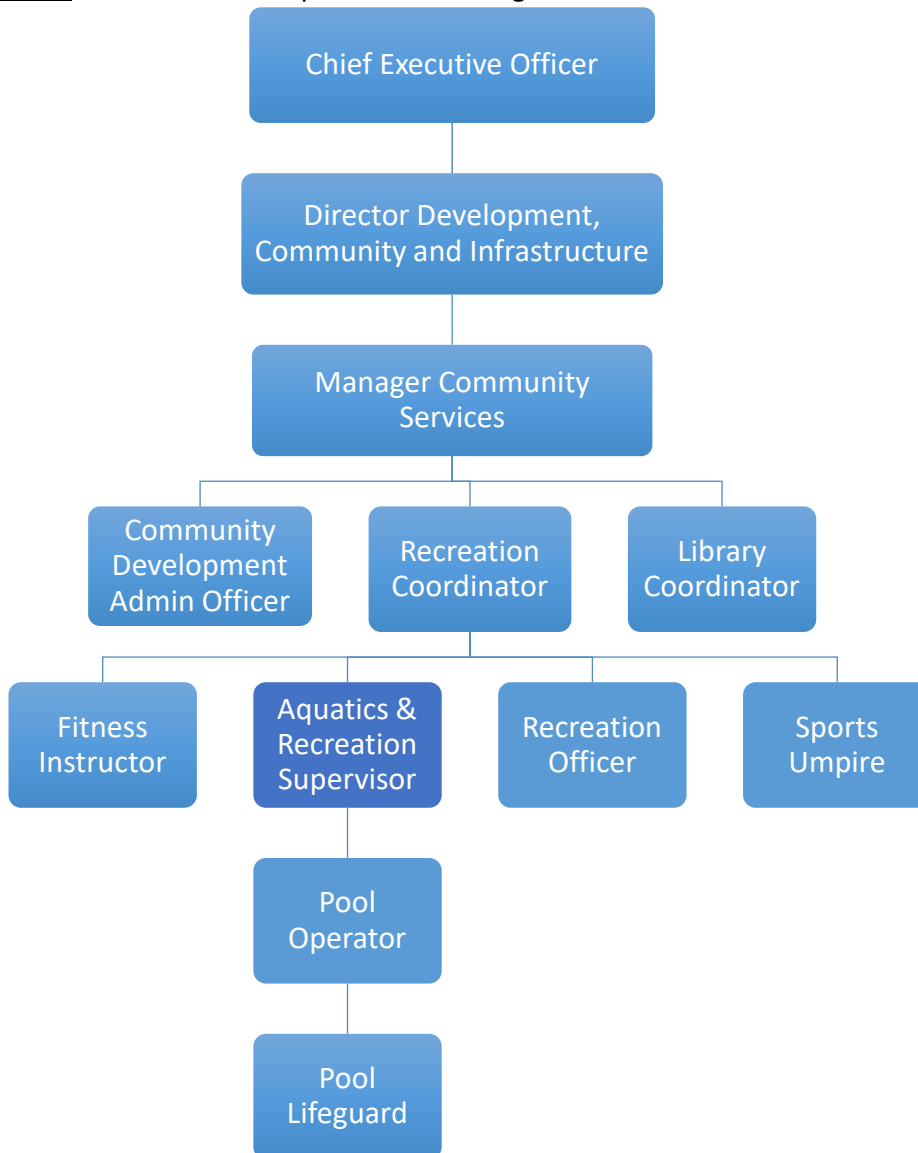
- Manage the daily operation of the aquatics facility to provide patrons with a clean and safe environment.
- Supervision of Pool Operators, Lifeguards and Recreation staff.
- Implement the BLC 10-year business plan.
- Undertake supervision of pool patrons and user groups to ensure water safety in accordance with Shire, centre policies and procedures, Royal Life Saving Society Australia (RLSSA) guidelines for safe pool operation and industry standards and practices.
- Lead, mentor and train the seasonal aquatic team.
- Ensure that the highest standards are always met in the Bridgetown Leisure Centre.
- Proactively maintain all aquatic plant and infrastructure to a high standard, in conjunction with the maintenance service contractor.
- Maintain essential First Aid and Personal Protective Equipment.
- Respond to and immediately report to Coordinator Recreation & Leisure, any serious accidents or injury that may occur at the facility.
- Respond to out of hours chlorine gas alarms as required.
- Promoting and selling programs and activities offered by the gym or leisure centre.
- Providing first aid, where necessary
- Support the Coordinator Recreation & Leisure in the development of promotional material, reports, staff rosters and media releases.
- Co-ordinate the bookings of the BLC and liaise with user groups.
- Monthly invoicing and banking as required.
- Delivery of a variety of sport/recreation activities and programs
- Actively seek out new sport and recreation opportunities that will increase participation.
- Establish and maintain strong working relationships and partnerships with local and regional sport and recreation groups, local schools and other key stakeholders.
- Assist with front counter duties including: answering telephone, entry fee collection, Members entry requirements, and general enquires.
- Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct.
- Providing first aid, where necessary.
- Other duties as directed.

## 7. Work Health & Safety

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to ELT where necessary.
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace.
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public.

**8. ORGANISATIONAL RELATIONSHIPS**

Reporting to Coordinator Recreation & Leisure  
Supervision of Pool Operators and Lifeguards



**9. EXTENT OF AUTHORITY**

Operates under the supervision of the Recreation Coordinator within the limits of statutory requirements, Council policies and delegated authority.

## 10 SELECTION CRITERIA

Criterion	Essential	Desirable
Demonstrated minimum of 5 years' experience working in an aquatic/recreation centre including the use of leisure centre management operating systems/software and MS Office suite.	✓	
Demonstrated ability to effectively manage time, plan and set priorities, and organise own work to achieve individual and department objectives within agreed timeframes.	✓	
Demonstrated ability to establish and maintain positive relationships with community and recreation groups, the general public to reach effective outcomes.	✓	
Demonstrated ability to multi-task and prioritise duties according to available resources.	✓	
Demonstrated excellent communication skills.	✓	
The ability to be self-motivated and work unsupervised.	✓	
Demonstrated ability to work in a team environment.	✓	
Current Group 1 Aquatic Facility and Pool Operators Certificate	✓	
Current "C" class motor vehicle driver's licence.	✓	
Excellent oral and written communication skills, including the ability to use the computer (Microsoft Word and Excel), internet and email.	✓	
Previous experience working within local government.		✓
Current First Aid Certificate.		✓

I UNDERSTAND THAT THIS POSITION DESCRIPTION FORMS PART OF THE TERMS AND CONDITIONS OF EMPLOYMENT WITH THE SHIRE OF BRIDGETOWN-GREENBUSHES

Employee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# INFORMATION FOR PROSPECTIVE APPLICANTS

*Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.*

## **Equal Employment Opportunity**

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

## **Completing your Application**

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the "*selection criterid*". You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria. You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.
3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.***

*Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.*



## Lodging your Application

Applications will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au); or

Mailed or hard copy applications must be marked **"Confidential – Human Resources"** on the envelope and addressed as follows:

Chief Executive Officer  
Shire of Bridgetown-Greenbushes  
PO Box 271  
BRIDGETOWN WA 6255

## Acknowledgment of Applications

All applicants will be notified of the status of their application after the shortlisting stage of the recruitment process.

## The Interview Process

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

## Preferred Applicant

*(This section will not apply if the preferred applicant is a current member of the Shire staff)*

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory pre-employment medical report from a Medical Practitioner.
- Produce a current National Police clearance (at the Shire's expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of age in the form of a birth certificate, driver's licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of legal entitlement to work unrestricted in Australia.
- Produce original or certified copies of all relevant qualifications and licenses.

### **Other Requirements**

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Agreement
- Acceptance of the Letter of Offer
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

### **Queries**

If you have queries with regards to completing your application, please contact Natalie Kais, Human Resources Officer on (08) 9761 0800 or [NKais@bridgetown.wa.gov.au](mailto:NKais@bridgetown.wa.gov.au).

*For information on the Shire of Bridgetown-Greenbushes, visit our website*  
[www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)