



RECRUITMENT INFORMATION PACKAGE

POOL OPERATOR

TEMPORARY PART TIME EMPLOYMENT

Applications close Monday 16 October 2023, 5pm.

POOL OPERATOR – TEMPORARY PART-TIME EMPLOYMENT

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.

PHIL ST JOHN
ACTING CHIEF EXECUTIVE OFFICER

VACANCY

POOL OPERATORS

TEMPORARY PART-TIME EMPLOYMENT

We are looking for suitably qualified and enthusiastic Pool Operators to work closely with and supervise our Lifeguards during the Bridgetown Leisure Centre's pool season (November 2023 – April 2024).

These positions are offered on a temporary part-time basis, to cover the annual pool season, ensuring the highest of safety standards are maintained for our aquatics patrons.

Relevant formal qualifications are a must, along with a high level of fitness and enthusiasm for working in a team dedicated to delivering best practice customer service.

The positions are offered at Level 4 of the Local Government Officers' (WA) Award 2021 and the Shire of Bridgetown-Greenbushes (Administration) Employee Collective Agreement 2023, with an hourly rate of \$33.3856.

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.

Your confidential application, addressed to the Acting CEO, will be accepted via email to careers@bridgetown.wa.gov.au, via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

Applications close Monday 16 October 2023, 5pm.

POSITION DESCRIPTION

1. **POSITION TITLE** POOL OPERATOR
2. **DEPARTMENT** DEVELOPMENT, COMMUNITY, AND INFRASTRUCTURE
3. **AWARD COVERAGE AND CONDITIONS**
 - Level 4 of the Local Government Officers' (WA) Award 2021 and Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2019. *May be offered on a temporary part-time employment basis.*
4. **POSITION OBJECTIVES**

Responsible for the day to day operations of the Bridgetown Leisure Centre Aquatics Facility during the annual pool season (November – April).
5. **REQUIREMENTS OF THE POSITION**
 - 5.1 Skills
 - Sound supervisory skills.
 - Sound time management skills including ability to prioritise tasks and meet deadlines.
 - Sound verbal and written communication skills including well developed interpersonal skills.
 - Sound administrative skills.
 - Excellent customer service skills.
 - Ability to follow direction and to work independently to a high standard.
 - 5.2 Knowledge
 - Knowledge in the operation and maintenance of chlorine gas systems for Group 1 pools.
 - Demonstrated understanding of facility operations, service delivery and customer service in a community-based Aquatics Facility.
 - Demonstrated understanding of senior first aid techniques.
 - 5.3 Experience
 - Extensive customer service experience.
 - Experience in supervising staff.
 - Experience in the operation and maintenance of a public aquatics' facility.
 - Experience with rescue, first aid and emergencies.
 - 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

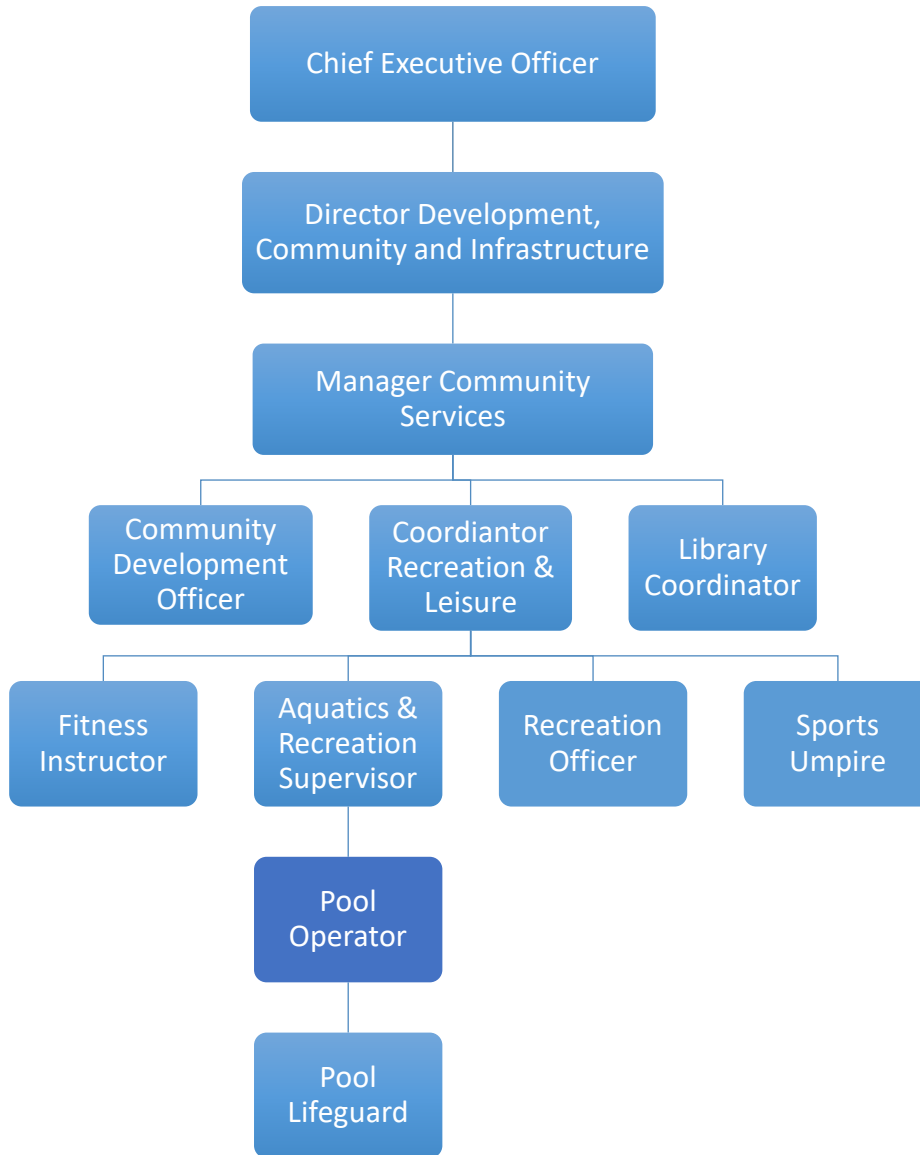
- Manage the daily operation of the aquatics facility to provide patrons with a clean and safe environment.
- Supervision of Lifeguard staff.
- Ensure customers' requests are handled efficiently in a knowledgeable, confidential, polite and timely manner.
- Undertake supervision of pool patrons and user groups to ensure water safety in accordance with Shire and the Bridgetown Leisure Centre policies and procedures, Royal Life Saving Society Australia (RLSSA) guidelines for safe pool operation and industry standards and practices.
- Ensure that the highest standards of cleanliness and hygiene are always maintained throughout the facility.
- Proactively maintain all aquatic plant and infrastructure to a high standard, in conjunction with the maintenance service contractor.
- Respond to and immediately report to Coordinator Recreation & Leisure, any serious accidents or injury that may occur at the facility.
- 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 Aquatics & Recreation Supervisor
Supervision of Lifeguards



9 EXTENT OF AUTHORITY

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

10 SELECTION CRITERIA

Criterion	Essential	Desirable
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, and the general public to reach effective outcomes.	✓	
Demonstrated ability to multi-task and prioritise duties according to available resources.	✓	
Demonstrated excellent communication skills.	✓	
Demonstrated ability to be self-motivated, work unsupervised or in a team	✓	
Current "C" class motor vehicle driver's licence.	✓	
Excellent interpersonal skills and delivery of outstanding Customer Service.	✓	
Flexible work hours and days.	✓	
Previous experience in a similar position within local government or the leisure industry.		✓
First Aid / CPR certification		✓
Pool Lifeguard Certificate (RLSSA).		✓
Group 1 Aquatic Facility Pool Operators 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; 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.

For information on the Shire of Bridgetown-Greenbushes, visit our website
www.bridgetown.wa.gov.au