



POSITION DESCRIPTION

Bluewater Leisure Centre Swim School Instructor

Position:	Bluewater Leisure Centre Swim School Instructor (Casual)
Award Classification:	Band 3
Division:	Infrastructure and Leisure Services
Department:	Arts and Leisure
Approved By:	General Manager Infrastructure and Leisure Services
Date Approved:	December 2018

Position Objectives

To apply the AUSTSWIM recognised skills, knowledge and codes of practice required to conduct safe and enjoyable swimming lessons for a variety of ages and abilities.

Contribute to a positive customer experience at Bluewater and encourage further visitation and participation in Bluewater programs.

Key Responsibility Areas

- Plan, prepare resources for and safely conduct swimming lessons to the AUSTSWIM standard.
- Prepare lesson plans to ensure consistent and progressive service.
- Provide clear and accurate instruction of drills, activities and games according to best practice principles.
- Assess and report on participant readiness, progression and/or level attainment.
- Monitor, improve and refine participant performance by determining the instructional methods and styles appropriate to each participant group, reviewing and adapting as necessary.
- Uphold legal and ethical standards pertaining to security of clients, staff and equipment, reporting or referring issues as required.
- Supervise and assist in the development of AUSTSWIM training candidates or other probationary staff who may participate in your class.
- Identify and evaluate aquatic hazards/incidents and emergencies in accordance with own training, state legislation and organisational policies and procedures.
- Participate in regular professional development sessions in accordance with the AUSTSWIM Teacher Code of Behaviour.
- Maintain required qualifications.



Standard Organisational Responsibilities

Customer Service

- Promote and enforce Council's policy of excellence in customer service;
- Provide appropriate customer services to our customers in a prompt and engaging manner via social media or web updates;
- Maintain the highest ethical standards and confidentiality in dealing with data, our customers and each other.

Occupational Health & Safety/Risk Management

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace;
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice;
- Work within Occupational Health & Safety Acts, Regulations and Codes of Practice;
- Ensure Council's Risk Management Policy & Procedures are observed and complied with.
- Enforce Council's OH&S and Risk procedures with contractors and consultants.

Human Resources

- Identify training and development needs through Appraisal System for yourself and any staff you directly supervise, and participate in corporate training;
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs;
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Information Management

- Ensure accurate and prompt registration of all customer requests within the request system, action and respond to assigned requests within a prescribed timeframe and according to Colac Otway Shire Performance Standards;
- Ensure effective use of relevant application software systems (appropriate level of training provided).
- Make and keep accurate and complete records of business activities, including email.
- Ensure the quality and accuracy of data used or enter into TRIM.
- Understand records management obligations and responsibilities.
- Create records proactively, even those that would not otherwise be created from activities such as telephone conversations, verbal decisions, meetings, conferences etc.

Organisational Development & Business Improvement

- Promote Council Values and participate in ongoing business improvement initiatives to continuously improve Council's systems and processes.
- Actively contribute ideas and suggestions which promotes a culture of innovative thinking.
- Participate in the development and monitoring of Unit Business Plan objectives as appropriate.
- Participate in the Employee Alignment and Engagement Survey as requested.
- Comply with the Colac Otway Shire Customer Performance Standards.

Emergency Management

- As part of the duties associated with this position, the incumbent may be requested to assist Colac Otway Shire Council in responding to an emergency situation, should one arise, affecting the operation of Council and/or the wellbeing of the community. This may involve temporarily working in a different work location within the Shire. Priorities of Council shift during emergencies, and as such, Officers may find themselves engaged in work activities that differ from the key responsibility areas that are outlined in their Position Descriptions. Staff will be not be seconded into roles that are beyond their existing skill sets.



Child Safety

- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures.
- Promote the cultural safety, participation and empowerment of children including Aboriginal, culturally and/or linguistically diverse children, and children with a disability.
- Respond promptly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian in accordance with Council's Child Safe policy.

Organisational Relationships

Reports to: Bluewater Aquatic Co-ordinator

Internal Liaisons: Other Bluewater staff
Other Colac Otway Shire staff

External Liaisons: User groups
General users
Contractors and suppliers

Organisational Context:

Our Vision

A sustainable community with a vibrant future.

Our Values

- Respect
- Integrity
- Goodwill
- Honesty
- Trust

The Position: The Bluewater Swim School Instructors are responsible for conducting safe and enjoyable swimming classes for various fitness and health needs at Bluewater.

Classification Criteria

Accountability and Extent of Authority

- Accountable to Aquatic Coordinator.
- Work is performed under AUSTSWIM guidelines and in accordance with organisational policies and procedures.
- Responsible for supervision and safety of students within own class.
- Authorised to apply effective group control techniques within AUSTSWIM guidelines and organisational policies and procedures.
- All employees are responsible for registering any incidents or hazards that occur or become apparent during the course of operations.



Judgement and Decision Making

- Judgement is exercised within the framework of industry codes, state legislation and organisational policies and procedures.
- Exercises judgement over the behaviour of group participants, ensuring they do not compromise the safety or learning of other clients.
- Determines students' skills, readiness, progression and level attainment.

Specialist Skills & Knowledge

- Lesson planning and organisational skills.
- Knowledge of AUSTSWIM Teacher Code of Behaviour.
- Knowledge of water familiarisation techniques, the principles of movement in water, best practice principles of aquatic activities and the biomechanical principles of swimming strokes.
- Knowledge of various instructional methods and styles.
- Aquatic rescue skills and cardio pulmonary resuscitation techniques.

Management Skills

- Ability to apply knowledge, instructional skills and techniques and group control techniques.
- Ability to manage aquatic or medical emergencies in a calm and decisive manner.
- Ability to work unsupervised, self-managing own time and work priorities as directed by supervisor.

Interpersonal Skills

- Ability to follow instructions and guidelines.
- Communication and conflict resolution skills.
- Competent Language, literacy and numeracy skills.
- Strong people skills, including the ability to encourage public confidence in aquatic education and have good knowledge of the field.
- Approachable and positive attitude, to build trust and rapport with clients.
- Confidence to execute emergency response plans.
- Adaptability to be flexible with service delivery.

Qualifications and Experience

- Current AUSTSWIM award and/or any extensions thereof.
- CPR certificate.
- Valid Working with Children Check (WWC) is essential
- Some experience in a swim teaching role (paid or voluntary) or aquatic and leisure environment is desirable.
- Teacher of Infant and preschool aquatics and/or other extension qualifications will be highly desirable.

Key Selection Criteria

- Current certificates and qualifications required to fulfil this position.
- Knowledge of water familiarisation techniques, the principles of movement in water, best practice principles of aquatic activities and the biomechanical principles of swimming strokes.
- Commitment and capacity to work flexible hours to reflect the operational requirements of the service.
- Present and communicate well with an approachable and positive attitude to build trust and rapport with clients.

Special Characteristics

Note: Appointment is provisional on the basis of a pre-employment Police Check, Physical Check and Working with Children's Check



Terms and Conditions Of Appointment

The Bluewater Leisure Centre Swim School Instructor (Casual) position is classified as a Band 3 under the Colac Otway Shire Enterprise Agreement No. 7, 2016, Part B. The hourly rate of pay for the position is \$34.11 (which includes 25% loading in lieu of accruing leave and public holidays). Due to the casual nature of this position, Council has no obligation to guarantee hours. Membership of a superannuation fund is compulsory (default fund is Vision Super).

The current spread of hours for Bluewater are 5.30 am to 10.00 pm Monday to Friday, however, the position is pursuant to Clause 33.13 of Part B the Colac Otway Shire Enterprise Agreement No.7 2016, which enables a 38 hour week to be worked not more than eight hours per day in continuous periods on any five consecutive days of the calendar week or according to a roster.

This position is subject to a six-month probationary/qualifying period.

Pre-Employment Screening

A person, independent contractor, consultant, volunteer or other person recommended for appointment/engagement to a position/role at Colac Otway Shire is required to complete pre-employment screening which includes:

- a criminal record check (including disclosure or any pending charges). Note: a previous conviction or pending charge will not necessarily preclude an offer of employment or engagement.
- 100 points identification check
- confirmation of qualifications
- Physical assessment where specified in a position description because of the inherent physical requirement of the job; and/or where a preferred candidate indicates a pre-existing medical condition that may impact their ability to perform the inherent requirements of the role.
- Working With Children Check.

Satisfying Criminal Records Check Requirements:

An applicant satisfies the requirement for a criminal records check by either:

- a) providing an original current National Police Certificate for verification (a certificate will only be deemed current if it is dated within 6 months of the appointment); or,
- b) completing a "consent to check" form enabling Colac Otway Shire Human Resources staff to complete a criminal check on-line via its contracted service provider.

Verification of Qualifications

An applicant is required to verify academic or other qualifications by producing the original certification documentation, or a certified copy, for viewing by a Colac Otway Shire Human Resources (or other relevant) staff member. A copy of the qualification/s will be kept on the employee file, or other relevant file in the case of a contractor, consultant, volunteer etc.

- Confirmation of qualifications.
- Physical assessment where specified in a position description because of the inherent physical requirement of the job; and/or where a preferred candidate indicates a pre-existing medical condition that may impact their ability to perform the inherent requirements of the role.



Application Details

1. **Applications for this position close at 3.00pm on Wednesday 23 January 2019.** To apply:

Online	Submit an online application by selecting “Apply for this position” on our website at www.colacotway.vic.gov.au/Council-the-shire/Jobs-tenders/Jobs-listing
Email	Email your application to recruitment@colacotway.vic.gov.au
Post	Post your application to: CONFIDENTIAL Recruitment Colac Otway Shire PO Box 283 COLAC VIC 3250

2. Information to be included with your application:
- Letter of application
 - Detailed response to the Key Selection Criteria
 - Current resume

Please note: applications that do not respond to the Key Selection Criteria will not be considered.

Peter Brown
Chief Executive

Colac Otway Shire Council is an equal opportunity employer and a child safe organisation