



Kojonup

One community, many choices

POSITION DESCRIPTION

Position Title:	Swimming Pool Manager
Department:	Community Services
Section:	Swimming Pool
Responsible to: (Immediate Supervisor)	Chief Executive Officer
Position(s) Under Direct Supervision	Casual Pool Attendants
Position(s) Under Indirect Supervision	Contractors, Staff under Managers from other departments



VISION

Kojonup is a **smart** region featuring a technologically advanced **agricultural** community, an educational and historical **destination** and a healthy and enviable **lifestyle**.

OUR CORE VALUES

Integrity

We will act in an honest, professional and accountable manner that maintains the community trust.

Care and Respect for People

We will treat people with respect in all of our interactions. We are committed to the safety and wellbeing of our community and employees and will show care and empathy when addressing issues.

Responsible

We are mindful of our role as custodian of the community's assets, and will make decisions in a responsible manner. We will consider value for money in decision making and ensure that our operations and systems promote efficiency and good governance.

Open and Reliable

We will carry out our business in a transparent and approachable way, respecting diverse views and valuing the input and contributions from the community. We will act consistently and communicate clearly.

POSITION OBJECTIVES

- Overall responsibility for programming and supervision in the day to day operation of the Kevin O'Halloran Memorial Swimming Pool;
- Strive for continuous improvement in the workplace and excellence in customer service;
- Comply with the Shire of Kojonup's Risk Management and Occupational Safety and Health policies and procedures; and
- Strive for the achievement of the Shire's vision in line with the mission and values of the Shire of Kojonup's Community Strategic Plan.

KEY RESPONSIBILITIES

- Full programming of the facility by staff who are skilled in aquatic programming ('Learn to Swim', holiday programmes, etc.) with the aim of maximising the community use of the pool precinct;
- Ensure the maintenance of a healthy, hygienic and safe working environment;
- Effective day to day management of the pool including development of work rosters for all staff according to pool patronage, programs and special events, lifeguard duties, customer service and facility supervision with a daily reconciliation of all revenues;
- Identification of capital expenditure items to be included in the pool budget in accordance with ten (10) year precinct plan;
- Responsible for day to day opening procedures (chemically treating and stabilising water, chlorine injection, water circulation, filtration equipment, etc.) inclusive of chemical orders;
- Review of procedures (start-up, shutdown, reports, fees, etc.) annually;
- Train, supervise and appraise staff as required including assisting in the selection of staff;
- Ensure the centre adheres to all relevant regulations and meets all accountability requirements;
- To keep the pool open in accordance with adopted opening hours;
- Assist the Manager Corporate & Community Services in the development of policies, programmes and procedures relevant to the effective and efficient operation of the pool and surrounds;
- Report any building maintenance items or defects to Council's Building Maintenance Coordinator for attention as appropriate;
- Attend Pool Advisory Group meetings as required;
- Liaise with the Sport & Recreation Officer and Community Development Officer on events/activities/programs that add value to the pool precinct and community development.
- Provide on the job training to casual staff; and
- Perform such other duties within the officers skill group, qualifications, Council policy, Award Broad Banding and/or as directed by the Manager Corporate & Community Services.

Customer Service Responsibilities

- Provide quality internal and external customer service, both within the Division and organisationally; and
- Assist the Manager Corporate & Community Services in developing Continuous Improvement Programs within the Division.

Information & Communications Technology Responsibilities

- Use adopted ICT to optimise performance and to support the efficient and cost effective delivery of Division services; and
- Shire equipment and/or facilities (including email and internet) not to be used for private purposes without the prior approval of the Chief Executive Officer.

Governance & Risk Responsibilities

It is an employee's responsibility to conform to the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions. An employee should comply with the Shire's Risk Management practices which are explained via the following sources:

- Section 20 – *Occupational Safety and Health Act 1984*
- Risk Management Plan
- Code of Conduct
- Employee Manual
- Policy Manual

Further responsibilities include:

- The ability to ensure all work is performed to meet safety legislative requirements and responsibilities of Council. This includes complying with all workplace instructions and procedures, using PPE and not placing any people's safety at risk;
- Not undertake or request others to undertake any task/activity for which you or they have not been trained, inducted or deemed competent to do so;
- Report all hazards, near misses, injuries, incidents to the CEO immediately;
- Not through act or omission create an unsafe workplace or environment; and
- Ensure employees adherence to policies, standard operating procedures, protocols and regulations.

Key Performance Indicators

- Maintain or improve pool patronage, averaged at approximately 12,000 per season over the past 3 years;
- Increase the range/number of activities, programs and events provided on the pool precinct for wet and dry areas, including participation rates for the respective activities, etc. for all age groups and with a strong focus on youth participation;
- Liaise with the Sport & Recreation Officer and Community Development Officer to develop an improved marketing and promotion of events, activities and programs that value adds to the pool precinct and community development;
- In consultation with the Sport & Recreation Officer and Community Development Officer, undertake a community survey to gauge customer satisfaction with pool operations such as customer service and optimisation of venue utilisation, etc.; and

- Provide an item for the fortnightly edition of Council E-News that captures information for the general public relating to programs, special events, water temperature, attendances and change of pool opening times, etc.

ORGANISATIONAL RELATIONSHIPS

Internal Liaisons: Senior Management, other staff, elected members of Council.

External Liaisons: Ratepayers, Southern Link VROC Partners, other local governments, community and relevant government authorities, departments and agencies.

PERFORMANCE/ACCOUNTABILITY

Quality of:

- Overall work
- Contribution to the organisation
- Communication with staff, Senior Management team, Councillors and external customers.
- Promotion of the image of the Shire of Kojonup.

Compliance with:

- Shire of Kojonup objectives, policies and procedures
- Position objectives
- Timeframes
- Occupational health and safety requirements
- Risk management policy and procedures
- Personal development activities in accordance with the principles of continuous improvement.

AUTHORITY

The Swimming Pool Manager has such authority as to the extent specified by relevant legislation with regard to Occupational Health & Safety, Health (Aquatic Facilities) Regulations, Local Government, etc.

SELECTION CRITERIA

Essential Criteria

- Understanding of aquatic industry standards.
- Sound time management and organisation skills.
- Strong written and verbal communication skills.
- Developed public relations/marketing skills.
- Sound administrative skills.
- Developed motivation and team leadership skills.
- Knowledge of programming and event co-ordination.
- Facility management experience.
- Demonstrated experience in patron supervision

Essential Qualifications & Training

- Pool Manager's Certificate (Health Department requirements).
- Pool Life Guard Certificate (annual qualification – renew).
- Bronze Medallion.
- St John's Senior First Aid Certificate.
- Police clearance.
- Working With Children Check
- Current Western Australian "C" class Drivers Licence.

Desirable

- Sound knowledge of risk management/liability.
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SIGNATURES OF ACCEPTANCE

The details contained in this document are an accurate statement of duties, responsibilities and other requirements of the position.

Chief Executive Officer

Name: _____ Signature: _____

Date: _____

As the applicant, I have noted the statement of duties, responsibilities and other requirements of the position as outlined in this document.

Name: _____ Signature: _____

Date: _____ Date Appointed: _____