

BARKLY REGIONAL COUNCIL



Swimming Pool Supervisor (1623300)

1. Position Objectives

This role is responsible for facilitating and promoting safe participation in aquatic activity at the Tennant Creek Swimming Pool and the Children's Splash Pads in Elliott and Ali Curung.

This role is responsible for the management, repair, and maintenance of the children's splash pads in Elliott and Ali Curung.

The role will ensure the Tennant Creek Pool facility, and maintenance of the children's splash pads in Elliott and Ali Curung is compliant with relevant legislation and manages the operations and maintenance of plant rooms, buildings and equipment, and that the facility is well always presented.

This position will require the position holder to travel to Elliott and Ali Curung to undertake duties in relation to the Children's Splash Pads.

Due to the duties and responsibilities of this role the incumbent agrees to be reasonably available for after hours and weekend duties including school holiday periods as may be necessary for effective business operations.

2. Key Responsibilities

Management of Staff

Tennant Creek Pool

- In cooperation with the Community Services Coordinator recruit & manage suitable qualified pool staff to ensure prescribed standards are met.
- In cooperation with the Community Services Coordinator develop and implement emergency procedures and provide staff training in these procedures.
- In cooperation with the Community Services Coordinator assist in the preparation of pool staff rosters and ensure timesheets are completed in an accurate and timely manner.
- In cooperation with the Community Services Coordinator assist in the training of staff, evaluating employee performance, and providing ongoing professional development opportunities.

Technical Responsibilities (Tennant Creek Pool and Children's Splash Pads)

Tennant Creek Pool and Children's Splash Pad Ali Curung and Children's Splash Pad Elliott

- Carry out testing and safety practices in accordance with Public Health Regulations, Code of Practice, and the Royal Life Saving Society Guidelines for Safe Pool Operations.
- Coordinate the implementation of maintenance programs at the Tennant Swimming Pool facility (which includes either personally carrying out minor maintenance procedures or arranging to contract out approved and required maintenance).
- Ensure the first aid room is fully equipped with first aid equipment, including monitoring the oxygen tank, neck braces, and the rescue backboard are in good operational condition.
- Be responsible for all chemical handling and the maintenance of water quality in accordance with prescribed standards.
- Ensure adequate supplies of chemicals are maintained.

Lifesaving and Emergency Response

Tennant Creek Pool

- Provide diligent supervision of swimmers and patrons within aquatic areas in accordance with established procedures.
- Ensure the minimum supervision ratios are maintained by actively monitoring all pool and centre grounds.
- Provide a high level of first-aid treatment response for swimmers and patrons in accordance with Royal Life Saving procedures:
 - Provide first aid.
 - Perform basic water rescue.
 - Supervise clients in aquatic locations.
 - Perform advance water rescue.
 - Provide emergency care.
 - Filling out first aid and hazard reports.
- Provide Emergency Lifesaving first-aid response in accordance with training, as required.

Programming

Tennant Creek Pool

- Plan and implement programs to increase participation in aquatic activity;
- Engage with community stakeholders to increase pool usage at the facility.

Kiosk Operations

Tennant Creek Pool

- Ensure the kiosk is well maintained and kept in a neat and presentable condition and that sufficient stock is available for public purchase to protect the Council's reputation.

Administration

Tennant Creek Pool and Children's Splash Pad Ali Curung and Children's Splash Pad Elliott

- Prepare monthly (or as requested) reports for the Community Services Coordinator.
- Ensure accurate financial records, bookings and receipting of monies are completed on a timely basis.
- Assist the Community Services Coordinator to develop, implement and regularly review operational directives and procedures.
- Assist the Community Services Coordinator to prepare reports, business and service planning, budgets and costing for the Tennant Swimming Pool facility

Compliance

- Ensure compliance with all other relevant legislation; standards and regulations to minimise risk and enhance the Barkly Regional Council's brand reputation
- Demonstrate the highest standards of honesty and integrity and carry out duties in accordance with the Staff Code of Conduct, policies, organisation directives and procedures.

Customer Service

- Respond to enquiries from the public in a manner which promotes the Tennant Creek Pool.

- Maintain high levels of customer service to the patrons and visitors to the Tennant Creek Pool, in a prompt, courteous and professional manner.
- Provide effective supervision of all patrons and staff to ensure that the appropriate Shire by-laws and management objectives are maintained.
- Observe behaviours and ensure that the highest standards of public safety are maintained, and issues are managed in a timely manner.

Other

- You will be required to perform your duties in Tennant Creek or elsewhere within the Barkly Regional Council authority area, including Ali Curung and Elliott, as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their Manager.

Our Values

Our values inform how we work and are reflected in our employees and services.

Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

3. Key Accountabilities

- Oversee the maintenance and upkeep of the Tennant Creek Pool Facility and the Children's Splash Pads located in Ali Curung and Elliott. This includes monitoring the water quality, cleaning, and disinfection, and repairing any equipment malfunctions.
- Ensure the pool and surrounding areas meet health and safety regulations and ensure a safe environment for all users.
- Providing excellent customer service to pool users, including responding to inquiries, resolving complaints, and ensuring the satisfaction of customers.

4. Organisational Relationship

Position Title:	Swimming Pool Supervisor (1623300)
Reports to:	Community Services Coordinator (1623000)
Department:	Operational Services
Supervises:	Lifeguards
Internal Liaison:	Chief Executive Officer Director of Operational Services Regional Manager Operational Services North Community Services Coordinator Lifeguards Other Council Staff
External Liaison:	Community Members Royal Lifesaving Society Northern Territory Suppliers and Contractors Government and Non-Government Departments Rate Payers, Residents, and Visitors

5. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Demonstrated ability to work in a small team environment.
- Good communication and multitasking skills.

Interpersonal:

- High ethical standards and personal integrity.
- Excellent interpersonal skills and manner.
- A genuine appreciation of Indigenous people and their culture.
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Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

Commitment, Attitude and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Commitment to improving Community Safety and Wellbeing outcomes for their community.

- Promote Barkly Regional Council in a positive manner at all times when dealing with external contacts.
- Observe all safe working practices.

6. Essential Criteria – Qualifications, Skills and Experience

1. Operational experience with swimming pool plant rooms and chlorine gas systems.
2. Proven skills in aquatic program planning and delivery.
3. High level knowledge and experience in the management and the operation of aquatic recreation facilities and services.
4. Working knowledge of the provisions of the Health Act, Regulations, and Local Laws applying to the maintenance and operation of public swimming pools (e.g.: hazardous chemicals).
5. Proven high level of administrative and financial management skills.
6. Experience in using personal computers with Microsoft Windows based software.
7. Availability to reasonably work after hours and weekends for effective business operations.
8. Availability to work school holiday periods for effective business operations.
9. Ability to work with minimal supervision.
10. A current Senior First Aid Certificate, Lifeguard Certificate and CPR Certificate from a recognised training organisation.
11. A current National Police Criminal History Check (within the last 3 months).
12. A current Northern Territory Working with Children's Clearance (Ochre Card).
13. A current Driver's Licence.

7. Desirable Criteria

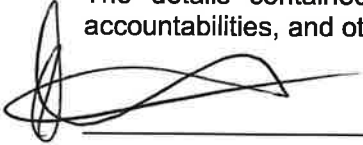
1. A current Pool Operators Certificate or equivalent with 2 years' experience in managing a pool complex.
2. To have or be working towards the Pool Plant Room qualification.

8. Wages and Allowances

Classification:	Level 6 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2023</i>
Status:	Full-Time - Permanent (38 hours per week)
Annual Salary:	\$74,486.70 (\$2,864.87 per fortnight)
Zone Allowance:	Tennant Creek Zone Allowance \$1.8900 per hour
SCG:	11.5%

9. Certification

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



Murray Davies
Acting Chief Executive Officer

6 19 24

Date

10. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

Signature

____/____/____

Date