shire of Ashburton
opportunity to community

Position Description

Swimming Pool Assistant

Directorate	Community Development
Department	Aquatics
Job Family	Officer
Reports to	Swimming Pool Coordinator (if Onslow) Swimming Pool Manager
Direct Reports	N/A
Location	Tom Price, WA Onslow, WA Paraburdoo, WA
Industrial Instrument	*Shire of Ashburton Industrial Agreement 2026*
Classification	Level 1

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to the community.

Values

Respect	Openness	Teamwork	Leadership	Excellence	Health & Wellbeing

About the Role

Role Objective / Purpose

Reporting to the swimming pool manager, and operationally to the pool duty manager, this position is responsible for assisting in the provision of a safe and healthy aquatic facility and providing a high standard of customer service.

Key Role Outcomes

In an operational/supporting capacity, ensure effective, timely, cost effective and compliant aquatic services for the Shire, which includes, among other things:



- Supervise patrons of the aquatic facility, to ensure adherence with conditions of entry and actively promote Royal Life Saving WA Watch Around Water Policies.
- Perform emergency procedures such as first aid, evacuating and rescues as required.
- Assist with planning and coordination of the centre's maintenance schedules, and programs and bookings.
- Participate in training courses and team building sessions.
- Provide a high level of customer service.
- Various ad-hoc duties to support and assist the wider team as required.

Ensure, always the safety of all staff, contractors and community members interacting with the work undertaken in the role, including the safe operation of wider projects and procurement activities and the safety of all staff and contractors.

Implement and deliver on all priorities as determined by and directed by departmental coordinator and/or manager (including scheduled progress reporting where required).

Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role, outline required outcomes and set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which always apply, to all staff, in all roles.

Competency	Required Level
Health and Safety	**Fundamental:** Fundamental skills applied in the workplace which are primarily learnt on the job.
Accountability	**Fundamental:** Applies Job Safety Analysis, Safe Work Method Statements and other safety procedures to own work and immediate work area. Maintains a safe

	workplace and actively participates in hazard identification and reporting. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal legislation.
Judgement and Decision Making	**Fundamental:** Work procedures generally well established. Decisions made impact on local work areas and team. Discretion applied within established procedures. Judgement is limited to own work. May make simple recommendations within local work area.
Time Management	**Intermediate:** Able to manage own workload and prioritise within usual work patterns.
Customer Service	**Intermediate:** Transactional style or routine interaction with members of the public involving known queries. The employee will reflect and always demonstrate the code of conduct of the organisation, its values and work with the highest level of integrity.
Financial Management	**Fundamental:** Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.
Leadership	**Fundamental:** Extent of leadership is setting a positive example through one's own actions to influence peers and supervisors.

Role Specific Competencies

These are the specific competencies required of the role.

Competency	Required Level
Problem Solving	**Fundamental:** Able to solve minor problems that relate to immediate tasks, in accordance with management directives, policies of Council and legislative requirements.



Policy or Legislative Interpretation	**Fundamental:** Apply procedures or work processes to own work.
Supervision Skills	**Fundamental:** Oversee or guide the work of lower-level employees. May lead small groups at the work face.
Conflict Resolution	**Fundamental:** Able to work well with team members and demonstrate respect to peers.
Communications Skills	**Intermediate:** Business level written and verbal language skills expected for most roles where a major portion of the communication is written. This includes ability to use standard office programs, including formatting, spellcheck and use appropriate grammar. Able to resolve minor matters.
Equipment Operation	**Intermediate:** Uses handheld, powered and non-powered equipment. May use some ride-on (non-specialised) machinery.
Report Writing	**Fundamental:** Produce documents involving complex layouts, contribute to reports, submissions, and correspondence.
Administration Skills	**Intermediate:** Able to use software to complete more complex administration tasks.
Policy and Procedure Development	**Fundamental:** Research, develop and recommend changes for internal procedures or work processes related to job function.



Licenses, Registrations, Memberships or Qualifications Required of Role

- Minimum C Class Drivers Licence or commitment to obtain a C Class Drivers Licence (if the candidate is not yet of age to obtain a Licence).
- Current Bronze Medallion; and
- Current Provide First Aid.

Experience, Skills, Knowledge Required of Role

- Good communication skills.
- Customer service skills; and
- Willingness to work outdoors

Confirmation

I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.

