

Information Pack

Aquatic Team Leader

Your application can be lodged online – [City of Rockingham Jobs List](#)

Applications are open until we receive a suitable pool of candidates.

Interviews may commence at any time. If you are interested in this role, please apply as soon as possible

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process.

“Refer to Resume” is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Locations	Aqua Jetty, 87 Warnbro Sound Avenue, Warnbro
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	\$86,797 per annum, which equates to \$43.92 per hour
Tenure	Temporary (until 14 July 2027) Full Time (average of 38 hours per week)
Hours of Work	As per business requirements – hours will be scheduled Monday to Sunday (including Public Holidays) at a range of different times.
Superannuation	12% with the option to co-contribute up to a maximum of 5%
Annual Leave	Four weeks per annum.
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description



Title:	Aquatic Team Leader
Tenure:	Temporary, Full time
Division:	Community Development
Level:	4 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



Position Objective

- Coordinate the day to day operations of the Aqua Jetty Aquatics Department, providing safe and high quality services to members and patrons
 - Provide leadership and direction to Aquatic Department employees to ensure the safe operation of all pool plant and equipment and maintain a high level of presentation throughout the facility at all times
-

Organisational Relationships

Reporting to:	Assistant Coordinator (Operations)
Responsible for:	Nil
Membership of:	Community and Leisure Facilities team
Liaison with:	Managers, City of Rockingham teams, Aqua Jetty patrons

Organisational Chart

Manager Community and Leisure Facilities
Senior Coordinator Leisure Facilities
Assistant Coordinators (Operations)
Aquatics Team Leaders
Pool Supervisors
Lifeguards
Pool Assistants

Key Responsibilities

- Ensure compliance with legislative requirements governing the Aqua Jetty
- Support the Coordinator and Assistant Coordinators in the management of the Aqua Jetty in accordance with operational procedures, quality systems, legislative regulations and industry guidelines
- Comply with facility procedures for safety, training, purchasing, document control, quality audits, corrective and preventative action and customer complaints
- Liaise with user groups and facility program leaders to direct and coordinate to ensure that the facility is set up for programs as required
- To effectively supervise Aquatic Department employees and ensure adequate safe pool supervision
- When performing Pool Supervisor shifts, ensure all Aqua Jetty employees carry out their delegated responsibilities safely and competently
- Conduct regular facility inspections and address any clean up, maintenance or safety issues as they arise
- Respond to plant and building emergencies in accordance with emergency management procedure and evacuation plan
- Oversee the operation of plant room, ensuring correct pool chemical levels are maintained at all times
- Prepare fortnightly rosters for Aquatic Department and verify daily sign-in sheets
- Prepare invoicing and pool booking schedules in a timely manner
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider
- Strive for consistency from one service transaction to the next

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Follow all standard/safe operating procedures for the work area, in a manner that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Perform other duties as directed when appropriate to the scope and level of this position

Requirements of the Job

Skills, Knowledge and Experience

- A sound knowledge of aquatic facility operation including programming and pool plant management
- Knowledge of general building maintenance requirements and the Aqua Jetty Building Management Systems (BMS)
- Knowledge of Health Department Dangerous Goods Regulations and WHS legislation relevant to the role
- Able to assist others in performing work by providing motivation, guidance and direction
- Able to set priorities, manage time, coordinate resources and monitor performance
- Able to negotiate solutions to problems, and remain calm when dealing with complaints
- Good verbal and written communication and interpersonal skills
- Intermediate computer skills including Microsoft Office and Facility Management Software (point of sale)
- Experience in the safe storage use and handling of chemicals
- Experience in staff supervision and building a collaborative work environment
- Experience in a similar role leading an Aquatic Team in a large leisure facility

Qualifications, Certifications and Licences

Essential

- Current Provide First Aid Certificate and CPR Certificate
- Current Pool Lifeguard Certificate
- Aquatic Technical Operations Certificate (WA)
- Chlorine gas handling training
- LIWA Accreditation

Desirable

- Formal training in Work Health and Safety
- Current Working with Children Check
- Tertiary qualification (or working towards) in Leisure/Recreation management

Scope of Position

The Aquatic Team Leader:

- Works under the general direction of the Assistant Coordinator (Operations)
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgment within clearly established procedures and guidelines

Authorised Officers

This role is listed as an authorised person appointed by the Local Government and/or the Chief Executive Officer of the City of Rockingham. Authorised persons are appointed to exercise decision-making powers for specific legislation.

There may be limits on the authorisation. Some legislation may require the authorised person to have an authorisation certificate. The authorisation certificate(s) must be in possession of the officer when exercising powers as an authorised person.

Certification

Approved by	Manager Community and Leisure Facilities	Date reviewed	November 2025
-------------	--	---------------	---------------

Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)

This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job.

You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.

It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.

Selection Criteria (Required)

The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your online application.

If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.

Covering Letter (Optional)

You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.

Referees

Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager.

Provide names, work addresses and contact telephone numbers of referees.

Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.

Qualifications, Certificates, References, etc.

Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application.

If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.

Some positions require you to have a current Working with Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.

If you have any queries

Please contact a member of the Human Resource Development Team.

jobs@rockingham.wa.gov.au or (08) 9528 0333
