



Weddin Shire Council

Bringing us together, sustaining Weddin into the Future

Position Description	Lifeguard (Casual)
Directorate	Environmental Services
Location	Council Aquatic Centres
Classification/Grade/Band	Band 1 T 4 or Grade 3
Position Code	P1.4.387
Date position description approved	12 September 2023
Position description reviewed	4 August 2026

Council overview

The Weddin Shire Local Government Area (LGA) covers an area of 345,683 ha of the Central West Region, NSW; adjoining Cowra, Hilltops, Bland and Forbes Shires. Weddin Shire Council was formed out of the voluntary amalgamation of Grenfell Municipality and Weddin Shire areas in 1975. Council operates out of its Administration Building and Works Depot, both located in Grenfell, NSW, and provides services to the 3,700 residents in the Shire. Weddin Shire includes the villages of Caragabal, Greenethorpe, and Quandialla and the rural locality of Bimbi.

Council's Vision is one of a progressive rural locality with a vibrant and welcoming community, rich in both heritage and the natural environment, with a diverse and resilient economy that supports local employment and business. This position provides a positive opportunity to advance achievement of Council's Mission and Vision, in the community at large.

Council values

A welcoming, friendly, caring and supportive community that welcomes equality and participation, working together, that offers a helping hand in times of need, shows deep respect for heritage and environment, values inclusiveness, engagement, freedom of choice, diversity and innovation.

Primary purpose of the position

You will ensure delivery of a safe swimming environment, help supervise the safety and wellbeing of all patrons while supporting the day-to-day operations, customer service duties, canteen services including cooking and preparing food in our aquatic facilities.

You will assist in maintaining clean, safe and well-presented pool environments and work closely with the Senior Pool Lifeguard to deliver a positive customer experience.

Key accountabilities

Within the area of responsibility, this role is required to:

- Ensure public safety within Aquatic Centres in accordance with Council policies, procedures and WHS requirements.
- Perform lifeguard duties in accordance with training and licence requirements.
- Provide quality customer service, as required, to Aquatic Centre users.
- Assist with pool, pool plant and facilities management, and cleaning, as required.

Key challenges

- Ensuring the safety of pool users at all times, while on duty.
- Maintenance of swimming skills and lifeguarding ability.
- Customer service is delivered effectively and appreciated.

Key internal relationships

Who	Why
Director Environmental Services, Aquatic Centre Manager, Environmental Services staff, Management, HR, WHS as well as Corporate Services and Infrastructure Services Staff.	Effective delivery of services. Completion of duties to required standards. Safety and administrative requirements.

Key external relationships

Who	Why
Aquatic Centre patrons, children and families, town residents and travellers/tourists.	Delivery of customer service and public safety.

Decision making

Quick, decisive action when safety/lifesaving action is required.

Reports to

Aquatic Centre Manager

Essential requirements

Current RLSS - Australia Pool Lifeguard License or above or equivalent (or ability to obtain prior to commencement).

Working With Children Check/Number (or ability to obtain).

Demonstrated experience.

Working knowledge of WHS responsibilities.

Class C Drivers licence (Provisional licence acceptable).

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce.

The Local Government Capability Framework is available at

<https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Create and Innovate	Foundational
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Adept	• Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives frank and honest feedback / advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Relationships Communicate and Engage	Adept	• Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Adept	• Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem-solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness

ATT: Human Resource Specialist

Weddin Shire Council

PO BOX 125

GRENFELL NSW 2810

hr@weddin.nsw.gov.au

I hereby accept the above position and associated conditions of employment.

I intend to commence duties on ____/____/____

Signature _____

Name -----