



City of
Kalgoorlie
Boulder

Position Description

Position Title: Senior Officer Aquatic

Position Details

Position Number	2244
Position Classification	Level 6/1 – 6/7
Status	Permanent - Full Time
Directorate	Advocacy and Strategy
Work Location	Goldfields Oasis
Reports To	Supervisor Facility Operations
Supervisory Responsibility	Directly responsible for the Senior Lifeguards, Lifeguards and Bronze Lifeguards

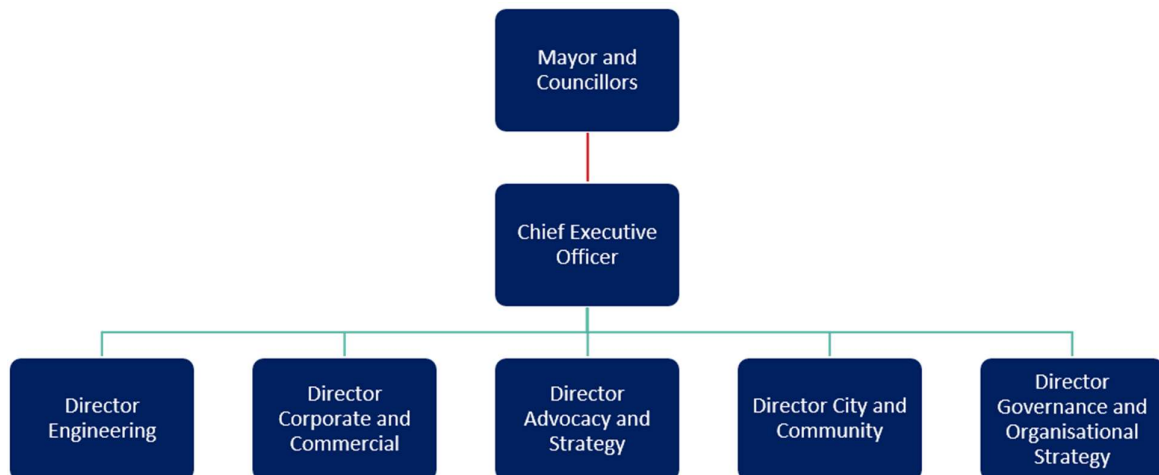
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

Position Overview and Purpose

The Senior Officer Aquatics is responsible for leading the effective supervision, capability development, and operational performance of the Aquatics team. This role oversees the implementation of industrial and operational changes, while driving consistent lifeguard standards, workforce capability, and safe service delivery across the venue.

Position Accountabilities

Key accountabilities

- Provide leadership and direction to the Aquatics team, ensuring safe, compliant and consistent service delivery across all pool operations.
- Oversee workforce capability and supervision, supporting Senior Lifeguards to effectively manage teams, maintain standards and deliver day-to-day operations.
- Lead workforce development initiatives, including training, mentoring and competency frameworks to build a skilled and job-ready lifeguard workforce.
- Coordinate and implement industrial and operational changes, ensuring smooth transition, clear communication and alignment with organisational requirements.
- Monitor and maintain aquatic safety and compliance standards, ensuring adherence to legislative, industry and Council requirements.
- Support effective operational planning and resourcing, including input into rostering, staffing coverage and risk-based service delivery.
- Drive a strong safety culture, reinforcing emergency preparedness, incident response capability and continuous learning across the team.
- Contribute to continuous improvement, identifying opportunities to enhance operational efficiency, workforce performance and customer experience.

Key Performance Indicators

- Maintain high compliance with aquatic safety, training and legislative requirements, with all mandatory checks and audits completed within scheduled timeframes.
- Achieve a high workforce competency compliance, ensuring all Aquatics staff hold current qualifications and complete required training annually.
- Successfully implement agreed industrial and operational changes within set timeframes, with no major disruption to service delivery and positive staff feedback.
- Maintain safe and effective operations, demonstrated by completion of all scheduled emergency drills and a year-on-year reduction in preventable incidents.

Judgement and Decision Making

- Apply sound judgement to ensure safe, compliant and effective aquatic operations in a dynamic environment.
- Make timely operational decisions relating to staffing, safety risks and service delivery, escalating complex matters as required.
- Interpret and apply policies, procedures, industry standards and industrial requirements in a practical manner.
- Balance operational priorities, risk and customer expectations to support consistent service outcomes.

- Contribute informed advice to management on workforce capability, operational improvements and emerging risks.

Skills and Knowledge

- Demonstrated knowledge of aquatic operations, lifeguard supervision and industry safety standards.
- Ability to lead, supervise and develop staff within a team-based operational environment.
- Sound understanding of compliance, risk management and emergency response practices.
- Practical experience in workforce coordination, including rostering, training and performance support.
- Strong communication and interpersonal skills, with the ability to engage, influence and guide team members.
- Ability to implement and adapt to operational and industrial changes within a working environment.
- Current HLTSS00068 – Occupational First Aid Skill Set
- Current Lifeguard Licence
- Current Working with Children Check.
- Current satisfactory National Police Clearance.
- Current WA “C” Class driver’s licence.
- Working at heights, confined spaces and gas testing (desired)
- Current Aquatic Technical Operations qualifications and/or experience (desired)

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate Responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City’s Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City’s Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.