

Position Description



Position Title Classification Position Number Incumbent	Pool Lifeguard Band 3
Directorate Department Service Unit	Community Wellbeing Healthy and Active Communities Banyule Leisure
Date Prepared by	1/06/2022

Banyule Council	Banyule City Council is an award-winning organisation that prides itself on a customer-focused culture of innovation, best practice and continuous improvement. We uphold an enviable reputation for customer service and work diligently to maintain high quality services to provide the best possible opportunities and outcomes for the community we represent. Our community is made up of diverse, cultures, beliefs, abilities, bodies, sexualities, ages and genders. We are committed to access, equity, participation and rights for everyone: principles which empower, foster harmony and increase the wellbeing of an inclusive community
Team Overview	Banyule Leisure sits within Healthy and Active Communities portfolio and the team has responsibility for management and operations of Ivanhoe Aquatic Centre, Olympic Leisure Centre and Banyule Nets Stadium. A large team of 150 – the majority at Ivanhoe Aquatic Centre – a busy Aquatics and Leisure Centre with strong community focus that is set to undergo a aquatics redevelopment in 2024/2025. Olympic Leisure has also recently undergone a re-imagining with the community co-designing and redeveloped centre to present to Council for future consideration.
Position Objectives	To supervise the pool environment at the Ivanhoe Aquatic. To ensure that the aquatic facilities safe for swimming and water-based activities.

Our Values

All Banyule staff are to adopt the key values of Working Together Working Better and strive to meet these behaviours in carrying out their duties. Our core values are:



RESPECT is characterised by supporting each individual's dignity and worth.



INTEGRITY is the quality of staying true to our moral, ethical, and spiritual principles.



RESPONSIBILITY is acknowledging and accepting the choices we make, the actions we take, and the results they lead to.



INITIATIVE is characterised by having a proactive, resourceful and persistent approach to work.



INCLUSION is characterised by embracing and valuing the perspectives and contributions of all.

Key Responsibility Areas	1. Supervision - Supervise the pool environment and ensure the participants in the aquatic spaces act in a responsible and safe manner. 2. Program Development and Operation - Undertake supervision, rescues and emergency intervention in accordance with industry standards, policy guidelines and accepted practice; - Assist in the co-ordination and regulation of the aquatic spaces by various user groups and ensure allocated areas are clearly roped off and marked with signs; - Develop and maintain a professional and friendly relationship with all patrons and aquatic program participants; - Administer water chemicals and treatments as required; - Clean the pools and pool halls as required; - Conduct water testing procedures and record results in the appropriate Logs required; 3. Administration - Record and report all incidents and accidents that take place in any of the aquatic facilities to the Aquatics Coordinator; - Maintain equipment such as lane ropes, flotation devices and the like in good condition and keep storage rooms in an orderly and tidy state; - Collect and return any equipment used during pool sessions to the appropriate storage area;
Organisational Relationships	Position Reports to: Operations Team Leader and Coordinator Internal Liaisons: Duty Managers and other staff of the Banyule Leisure Team, staff of Banyule City Council. External Liaisons: Customers of the aquatic's facilities, facility members, schools, community organisations, swim clubs, residents and general public.
Accountability and Extent of Authority	- Accountable to the Operations Team Leader and Coordinator / Duty Manager for the supervision of the various aquatic facilities and the safety of pool patrons. - Under the guidance of the Operations Team Leader and Coordinator / Duty Manager, the position has the authority to undertake rescues and provide first aid and other emergency intervention in accordance with Ivanhoe Aquatic and Fitness Centre/Olympic Leisure Centre guidelines, RLSS Guidelines and industry standards and practices.

	Pool Lifeguards should have a sound knowledge of pool supervision, water safety, water education, first aid, resuscitation, rescue techniques and public safety requirements.
Judgment and Decision Making	The incumbent will be required to: - Solve problems and make decisions based on the guidelines clearly documented for this position. - Exercise independence, initiative and common sense in solving day-to-day issues. - Ensure that professional conduct is always engaged, be aware of the open environment in which we operate and make choices to ensure that customers are given our full attention. - Supervision is generally in the form of pre-determined objectives and guidelines. Guidance is readily available.
Specialist Knowledge and Skill	All staff are required to: - Demonstrate commitment to our values - Work all rostered shifts and adhere to correct Shift Change Procedures - Be signed on and at work stations prepared and ready by the time their shift is scheduled to commence - Attend all shifts in full, well presented uniform as supplied/or requested by BL - Attend at least 4 scheduled meetings and in-house training sessions - Attend Mandatory Banyule City Council Corporate training as required - Maintain Mandatory Qualifications - Perform at a high standard of service provision when dealing with all persons in a consistent, prompt, respectful, positive and professional manner. - Adhere to Banyule's policies and procedures as per Banyule Management Manual
Management Skills	- Pool Lifeguards must be responsible and have strong organisational skills. - Strong time management essential
Interpersonal Skills	- Strong verbal communication skills are required in the position. - A strong customer service orientation is required in dealings with patrons, members and residents. - Sound liaison skills are required in dealings with aquatic facility staff, Council staff and management.
Qualifications and Experience	- Current CPR Certificate - Current RLSS Pool Lifeguard Award - Current Level 2 First Aid - Current Working with Children Check
Key Selection Criteria	
- Experience in pool supervision is desirable - Current Pool Lifeguard Award - Current Level 2 First Aid - Current Working with Children Check - Current Defibrillation Certificate is desirable - A practical knowledge of pool supervision, water safety, water education, first aid, resuscitation, rescue techniques and public safety requirements - Strong verbal communication skills are required in the position.	

	• A strong customer service orientation is required in dealings with patrons, members and residents. • Sound liaison skills are required in dealings with aquatic facility staff, Council staff and management.
Environmental and Sustainability Requirements	• Adhere to Council's Environment Policy and Environment Strategy. • Adhere to Council's Sustainability Code of Practice and Environmental Purchasing Guidelines.
OH&S and Other Risk Requirements	• Ensure a safe and healthy environment by fulfilling the responsibilities and requirements of Council's health and safety system and health and wellbeing program. • Exercise reasonable care to prevent injury to oneself and others whom may be affected by ones duties and actions. • Exercise due care for Council property for which this position is responsible or issued. • Ensure a child safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures. • Adhere to and attend Council's Mandatory training.
Continuous Improvement Requirements	• Adhere to Council's Continuous Improvement Framework. • Ensure that processes and systems are fit for purpose and continuously reviewed to ensure the delivery of the best possible service to the community whilst demonstrating value for money.