City of HOBART

Aquatic Coordinator

Role purpose

Coordinate and provide technical support for the day-to-day supervision, programming and delivery of aquatic programs at the Doone Kennedy Hobart Aquatic Centre (DKHAC), with a focus on compliance, engagement, consistency in service delivery and continuous improvement.

Role overview

EA & Classification	The Hobart Aquatic Centre Agreement 2006 *Salary only* - Municipal Officer Level 3 under the Hobart City Council Enterprise Agreement 2021
Position Number	9623
Number of direct reports	1
Responsible for total staff	30
Delegations & Authority	Nil
Budget level	Nil
Network, Group, & Team	Community and Economic Development Network, Doone Kennedy Hobart Aquatic Centre Group
Immediate Manager	Program Leader - Programs and Participation (9600)



Aquatic Coordinator

Role accountabilities Key result areas

Group

- Responsible and accountable for the operational aspects of the DKHAC Aquatic team including supervision, direction, training, mentoring, performance management and development of staff, and financial management.
- Develop and implement policies, procedures, audit processes, and key performance indicators for the DKHAC Aquatic areas to ensure programs are services are aligned with the actions the DKHAC unit plan.
- Manage and oversee the continuous improvement of processes and procedures for the delivery of products and services to aquatic customers.
- Provide input and direction for the marketing and promotion of the aquatic programs and provide information regarding aquatic services and products to the customer service leaders to assist with the training of customer service staff.
- Train staff in the safe and effective delivery of all aquatic programs.
- Supervise and roster staff for delivery of the Guardian and Adult Aquatic programs.
- Design effective and safe aquatic programs and provide professional advice within the scope of practice and contribute to continuous improvement by providing updates around industry trends, current issues, innovations, and best practice in the Aquatic domain.
- Coordinate and provide day-to-day supervision of aquatic staff, service delivery including, benchmarking, programming and client assessments.
- Coordinate all aspects of school swimming programs, ensuring a safe, engaging and developmentally appropriate experience for students. Responsibilities include planning, organizing, managing resources, supervising staff and communicating effectively to students, teachers and school administration.
- Service delivery as a Swimming Teacher as the program requires.
- Ensure that the presentation, safety and function of the Centre's aquatic areas are operating within the required standards as set out in any DKHAC policy and procedure documents or industry standards.
- Collect information and provide expert advice around budget projections, fees and charges.

Behaviour Standards

- Actively demonstrate the expected behaviours described in the City of Hobart Capability Framework in accordance with the position classification.

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Work Health and Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS applicable policies and procedures.
- To implement the Council's WHS Management System, to ensure that the work for which you are responsible is carried out in accordance with this System and the WHS legislation and to provide appropriate WHS information, instruction, training and supervision to workers for whom you are accountable.
- Ensure compliance with Work Health and Safety and Child and Youth Safety requirements at all times and follow prescribed reporting processes within the required timeframes.

NOTE: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence, and training.

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Selection criteria

Essential

1. Aquatic teaching qualification such as AUSTSWIM and Bronze Medallion certification (or ability to update and/or obtain).
2. Provide Cardiopulmonary Resuscitation HLTAID009.
3. Current Registration to Work with Vulnerable People.
4. Current Driver Licence.
5. Proven experience in a similar role and in leading, coaching, mentoring, developing and supporting a high-performance culture.
6. Strong aquatic industry knowledge and proven highly developed experience in planning and scheduling.
7. Ability to develop, improve and maintain quality processes for efficient and professional delivery of aquatic programs, including effective monitoring and administration of client records and programs.
8. Ability to coordinate and supervise staff, ensuring that rostering, motivation and training of staff is suitable to a professional aquatic program environment.
9. A proven ability to manage staff time effectively, to ensure industry compliance and quality presentation and service for customers.
10. Capacity to lead a team through change in an environment of continuous improvement and growth, leading by example.
11. Highly developed communication and report writing skills.
12. Ability to self-reflect and demonstrate organisational value and behavioural standards.

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Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – Medium Risk
3. Current Registration to Work with Vulnerable People

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.

Our Values

People

We care about people – our community, customers and colleagues.

Focus & Direction

We have clear goas and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.

Accountability

We work to high ethical and professional standards are accountable for delivering outcomes for our community.

Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community

Creativity & Innovation

We embrace new approaches and continuously improve to achieve better outcomes for our community.

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