

# Information Pack

## Senior Coordinator Aquatic and Leisure Facilities

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

**Applications must be submitted by Monday, 16 November 2026**

### **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](mailto: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

|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Location                                                        | Aqua Jetty, 87 Warnbro Sound Avenue, Rockingham                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Agreement                                                       | City of Rockingham Industrial Agreement 2024, or its successor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Gross Salary                                                    | \$120,603 - \$128,590 per annum, plus superannuation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Tenure                                                          | Permanent, Full Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Hours of Work                                                   | An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 19-day month (ie 152 hours worked over 19 days, with the 20 <sup>th</sup> day rostered off). Other options may be discussed and agreed with the work area Manager.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Superannuation                                                  | 12% with the option to co-contribute up to 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Annual Leave                                                    | Four weeks per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Sick Leave                                                      | 76 hours per annum, accrued monthly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 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 | <p>If your application progresses beyond interview you will be required to:</p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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.<br/>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.</li><li>• Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.</li></ul> |

# Position Description



|                  |                                                     |
|------------------|-----------------------------------------------------|
| <b>Title:</b>    | Senior Coordinator - Aquatic and Leisure Facilities |
| <b>Tenure:</b>   | Permanent, Full-time                                |
| <b>Division:</b> | Community Development                               |
| <b>Level:</b>    | 8 - 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 whenever we can, and understand that it's not just about 'our team'



---

## Position Objectives

- Oversee the effective management and performance of the Aqua Jetty, Warnbro Community Recreation Centre and Rockingham Aquatic Centre
  - Lead, mentor and develop a cohesive team culture that supports collaboration and achievement of organisational goals
  - Support the Manager Community and Leisure Facilities in delivering strategic plans, initiatives and improvements across all three facilities
  - Ensure all aquatic and leisure facilities operate in full compliance with legislative, regulatory and organisational requirements
  - Maintain the highest standards of safety, quality and customer service across all facilities under leadership
- 

## Organisational Relationships

|                         |                                                                         |
|-------------------------|-------------------------------------------------------------------------|
| <b>Reporting to:</b>    | Manager Community and Leisure Facilities                                |
| <b>Responsible for:</b> | All Aqua Jetty, Aquatic Centre, and Warnbro Recreation Centre staff     |
| <b>Membership of:</b>   | Community and Leisure Facilities Team                                   |
| <b>Liaison with:</b>    | Directors, Managers, City of Rockingham teams, patrons and stakeholders |

## Organisational Chart

|                                                                     |
|---------------------------------------------------------------------|
| Manager Community and Leisure Facilities                            |
| <b>Senior Coordinator Aquatic and Leisure Facilities</b>            |
| Coordinator Aquatic and Leisure Facilities                          |
| Assistant Coordinators x 3<br>(2 x Aqua Jetty) (1 x Aquatic Centre) |
| Aqua Jetty Staff                                                    |
| Rockingham Aquatic Centre Staff                                     |

---

## Key Responsibilities

- Provide strategic leadership and overall operational management of the Aqua Jetty
- Oversee and guide the management of the Rockingham Aquatic Centre
- Oversee and guide the management of the Warnbro Community Recreation Centre
- Lead the development, delivery and evaluation of aquatic, fitness and leisure programs across all facilities
- Prepare annual operational team plans aligned with the City's strategic objectives
- Lead annual customer satisfaction surveys and translate findings into service improvements
- Monitor and manage facility budgets and recommend annual fees and charges
- Oversee risk management planning for all facilities in line with the City's Risk Management Framework
- Implement and monitor administrative systems to ensure effective facility operations
- Lead compliance with Work Health and Safety, environmental and risk management requirements
- Coordinate workforce planning, recruitment and performance development across facility teams
- Collaborate with internal departments on asset maintenance, lifecycle planning and capital proposals
- Foster a positive workplace culture aligned with the City's RESPECT values
- Ensure all facilities maintain approved and up-to-date operating policies and procedures
- Provide strategic oversight of youth and after-school programs, including inclusive programs for children with disabilities

## 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 the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- Demonstrate a commitment to WHS and the assessment/management of safety risk 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

#### *Essential*

- Exceptional time-management and organisational skills
- Strong financial management capability, including scope development and procurement oversight
- Well-developed strategic thinking skills relevant to aquatic and leisure facility operations
- High-level written and verbal communication skills, including the ability to prepare clear, professional reports
- Ability to work independently while providing effective leadership to a large team
- Comprehensive knowledge of program delivery, maintenance planning and staff supervision practices
- Comprehensive understanding of emergency procedures, evacuation protocols and life support equipment
- Comprehensive knowledge of safe chemical storage and handling requirements
- Strong understanding of aquatic and leisure industry trends, technological advancements and innovations
- Knowledge of relevant aquatic facility legislation, policies and operational procedures
- Knowledge of membership-based services and strategies to promote and grow membership participation
- Extensive experience managing large aquatic and leisure facilities
- Knowledge of Royal Life Saving Society Endorsed Swim School guidelines
- Experience administering aquatic plant and equipment maintenance contracts
- Experience supervising staff and overseeing roster management systems
- Experience planning, promoting and delivering programs, events and leisure activities
- Experience coordinating cleaning and facility maintenance programs
- Experience in safe chemical handling and applying emergency and evacuation procedures
- Experience managing cash handling processes and applying basic accounting principles
- Experience preparing operational reports, summaries and communication bulletins
- Demonstrated experience preparing and monitoring facility budgets

#### *Desirable*

- Knowledge of the Local Government procurement policies and procedures
- Knowledge of Council report preparation processes

### Qualifications, Certifications and Licences

#### *Essential*

- A relevant tertiary qualification in Leisure Science/Recreation or Business/Commerce
- Current Provide First Aid and CPR Certificate
- Pool Operations certificate (WA)
- Current LIWA accreditation
- Western Australian C class Driver's Licence

#### *Desirable*

- Certificate IV in Fitness
- 

## Scope of Position

The Senior Coordinator Aquatic and Leisure Facilities:

- Works under the broad direction of the Manager Community and Leisure Facilities
- 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.

## Financial Authority

This position has delegation to authorise the purchase of goods and services on behalf of the City.

---

## Certification

|             |                                          |               |                |
|-------------|------------------------------------------|---------------|----------------|
| Approved by | Manager Community and Leisure Facilities | Date reviewed | September 2026 |
|-------------|------------------------------------------|---------------|----------------|

# 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 application.

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

---

## Covering Letter (Required)

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](mailto:jobs@rockingham.wa.gov.au) or by calling 08 9528 0333.

---