



Position Description

Swim Teacher

Division	Community and Recreation
Business Unit	Sports and Recreation
Grade	NB B
Job Code	JC00609

Council Overview

The Northern Beaches is truly unique. Our area stretches from Palm Beach in the north to Manly in the south and boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways, and beautiful wildlife. We recognise the traditional owners of our area and their continuing connection to waters and land, and we thank them for their protection of our coastline and its ecosystems.

We are home to nearly 270,000 residents and their vision for the Northern Beaches Council is a safe, diverse, inclusive, and connected community that lives in balance with our environment. We are committed to working with the community and other stakeholders in making this a reality.

As one of the largest employers on the Northern Beaches we are focused on building an engaged and productive workforce that partners with our community to protect, improve and create our future. The breadth of our service delivery is significant.

We are a modern, multi-award-winning council that strives for excellence in all we do including the provision of the highest levels of customer service. We are also the proud winner of the 2022 AR Bluett Award for the most progressive metropolitan council in NSW.

Northern Beaches Council is committed to safeguarding children and young people. Council acknowledges that protecting the safety of children and young people is a whole community responsibility and is everyone's business.

Council Values

Our Council Vision is 'Delivering the highest quality service, valued and trusted by our community'.

Our Values of **Trust, Respect, Integrity, Teamwork, Service and Leadership** provide the foundation for delivering the Vision and drives everything we do and the decisions we make.

Division

Community and Recreation

The Community & Recreation Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bushland, rural and coastal community. The Division comprises of the following business units – Sports and recreation Services, Children's Services, Community, Arts and Culture; Customer Service; and Libraries.

Business Unit Sports and Recreation

The Sports and Recreation Business Unit provides sporting and recreational services and facilities to the Community including two Aquatic Centres; Manly Andrew 'Boy' Charlton Aquatic Centre and Warringah Aquatic Centre. The Sports and Recreation Business unit delivers Services to the community including learn to swim classes, fitness classes and many other activities as well as providing a variety of facilities for public usage including swimming pools, fitness areas, creche and kiosk facilities.

Primary Purpose of the Position

The Swim Teacher is responsible for the provision of a high-quality inclusive swimming program to members of Warringah Aquatic Centre Swim School.

Key Accountabilities

- Plan and implement swimming lessons as per the Swim Program Curriculum to achieve short term and long-term outcomes.
- Provide a caring and supportive environment to ensure the safety, and wellbeing of children.
- Knowledge and development of changing rules, techniques, technologies, and philosophies relevant to swimming.
- Build and maintain a professional and positive work culture that promotes sharing of ideas and to support continuous improvement of service delivery.
- Build and maintain positive relationships with families and children.
- Follow policies and procedures to ensure compliance with regulations and Council requirements.

Key Challenges

- Delivering a high level of service that meets customer expectations.
- Ensuring relevant accreditations are up to date.

Key Internal Relationships

Who	Why
Programs and Customer Service Manager	• Receive Guidance • Maintain effective working relationship and open channel of communication to ensure streamlined delivery of services • Ensure compliance with Council processes and procedures • Escalate issues and propose solutions
Swim School Supervisor	• Receive Guidance • Maintain effective working relationship and open channel of communication to ensure streamlined delivery of services • Escalate issues and propose solutions

Who	Why
Colleagues	Maintain effective working relationships and open channels of communication to ensure streamlined delivery of services

Key External Relationships

Who	Why
Children and parents/guardians	Maintain rapport with swimmers and parents of the program to support development and learning outcomes

Key Role Dimensions

Decision Making

- In line with the Northern Beaches Council People Delegations.

Reports to

- Programs and Customer Service Manager

Direct Reports

- N/A

Budget

- N/A

Essential Criteria

- Australian recognised Swim Teaching qualification
- Current CPR Certificate
- Current valid Working with Children Check

Key Capabilities

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.”

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	Focus Capabilities
 Personal Attributes	Manage Self	Foundational	Manage Self
	Display Resilience and Adaptability	Foundational	
	Act with Integrity	Foundational	
	Demonstrate Accountability	Foundational	
 Relationships	Communicate and Engage	Intermediate	Community and Customer Focus
	Community and Customer Focus	Foundational	
	Work Collaboratively	Foundational	
	Influence and Negotiate	Foundational	
 Results	Plan and Prioritise	Foundational	Deliver Results
	Think and Solve Problems	Foundational	
	Create and Innovate	Foundational	
	Deliver Results	Foundational	
 Resources	Finance	Foundational	Assets and Tools
	Assets and Tools	Foundational	
	Technology and Information	Foundational	
	Procurements 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		
Manage Self	Foundational	Checks understanding of own role within the team Proactively seeks instruction and guidance Approaches work tasks with energy and enthusiasm Stays up to date with knowledge, training and accreditation in relevant skills areas Is willing to learn and apply new skills Learns from mistakes and the feedback of others

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Community and Customer Focus	Foundational	Shows awareness that he/she is working for the community Shows respect, courtesy and fairness when interacting with customers and members of the community Listens and asks questions to understand customer/community needs Informs customers of progress and checks their needs are being met
Results Deliver Results	Foundational	Takes the initiative to progress work tasks Clarifies work required and timeframe available Identifies what information/resources are needed to complete work tasks Checks own work for accuracy, quality and completeness Completes tasks under guidance, on time and to the required standard
Resources Assets and Tools	Foundational	Uses core work tools and equipment effectively Takes care of work tools, equipment, accommodation and community assets