

# POSITION DESCRIPTION



<b>Title:</b>	<b>Cadet Swim Instructor</b>
<b>Position Number:</b>	<b>1734</b>
<b>Classification:</b>	<b>Band 2</b>
<b>Directorate:</b>	<b>Infrastructure</b>
<b>Department:</b>	<b>Aquamoves</b>
<b>Award:</b>	<b>Greater Shepparton City Council Enterprise Agreement / Victorian Local Authorities Award 2001</b>
<b>Incumbent:</b>	<b>Vacant</b>

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Work Group Officer – Learn to Swim
<b>Direct Reports:</b>	<ul style="list-style-type: none"><li>▪ Nil</li></ul>
<b>Primary Internal Relationships:</b>	<ul style="list-style-type: none"><li>▪ Program &amp; Education Coordinator</li><li>▪ Aquamoves Centre Manager</li><li>▪ Director Infrastructure</li><li>▪ Chief Executive Officer</li><li>▪ Executive Leadership team</li><li>▪ Aquamoves Coordination team</li><li>▪ All Staff</li></ul>
<b>Primary External Relationships:</b>	<ul style="list-style-type: none"><li>▪ Aquamoves Facility Users</li><li>▪ Contractors</li><li>▪ Agencies</li><li>▪ Schools</li><li>▪ Businesses</li><li>▪ Community</li></ul>

## POSITION OBJECTIVES

To actively participate and complete all theory and practical Certificates; Swim Teacher and CRP within the allocated timeframe to learn and practice Swim Instructor duties to desired service levels through practices learnt from on the job training and courses

## KEY SELECTION CRITERIA

- Demonstrate a passion for working within a team setting in the aquatic industry
- Ability to meet the demands of a busy centre working morning, evening and weekend shifts.
- Demonstrate an ability to be reliable and motivated to enable completion of set tasks in a timely manner
- Demonstrate a commitment to complete required Certificates.
- Demonstrated commitment to Council values of respect, take ownership, courageously lead, working together, continually innovate and start the celebration.

## KEY RESPONSIBILITY AREAS

- Obtain Swim Instructor and CPR Qualification
- Complete shadow shifts as required
- Provide a level of service to customers including members, guests and user groups.
- Make a positive personal contribution to the successful operation of the centre supporting the purpose to improve the health, fitness and wellbeing of our community.
- Maintain work areas to a high standard
- Complete all required administrative tasks efficiently and effectively.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

### This position is accountable for:

- The achievement of agreed, specific performance objectives for the position including the satisfactory completion of the Certificates, training and shadow shifts
- Adherence to all relevant Council policies and procedures
- Correct use of Aquamoves equipment
- Complying with the Councils OHS policies and procedures.

### This position has the authority to:

- Undertake the tasks and responsibilities of the role within the scope of relevant legislation, statutory requirements, assigned delegations and Council policies and procedures.

### Judgement and Decision Making

- The ability to identify problems and be able to refer them to the correct person or provide appropriate information.
- Operates under the supervision and direction of the Aquatic Work Group Officers
- Exercises a degree of autonomy however, work outcomes are closely monitored by the Aquatic Work Group Officers

### Multiskilling and additional duties (do not remove this section)

- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

## SKILLS AND KNOWLEDGE

### Specialist Skills and Knowledge

- Keen interest in public health promotion, sport and recreation and healthy lifestyle programs.
- Basic level of numeracy and literacy skills;
- Basic organisational skills.

### Management Skills

- List the management skills required to do the role, this may include personal time management, managing other employees, managing projects or managing resources such as a budget.

### Interpersonal Skills

- Have the ability to work well within a team.
- High level of personal integrity, confidentiality and discretion.
- Ability to work in a team environment and individually.
- Committed to learning and personal development.
- Maintain a high standard of personal presentation.
- Good level of communication skills – interpersonal, written and verbal.

## QUALIFICATIONS AND EXPERIENCE

- No formal qualifications required at this level.
- Completion of Year 10

## OTHER INFORMATION

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Working with Children's Check
- Current police check

## LEGISLATION

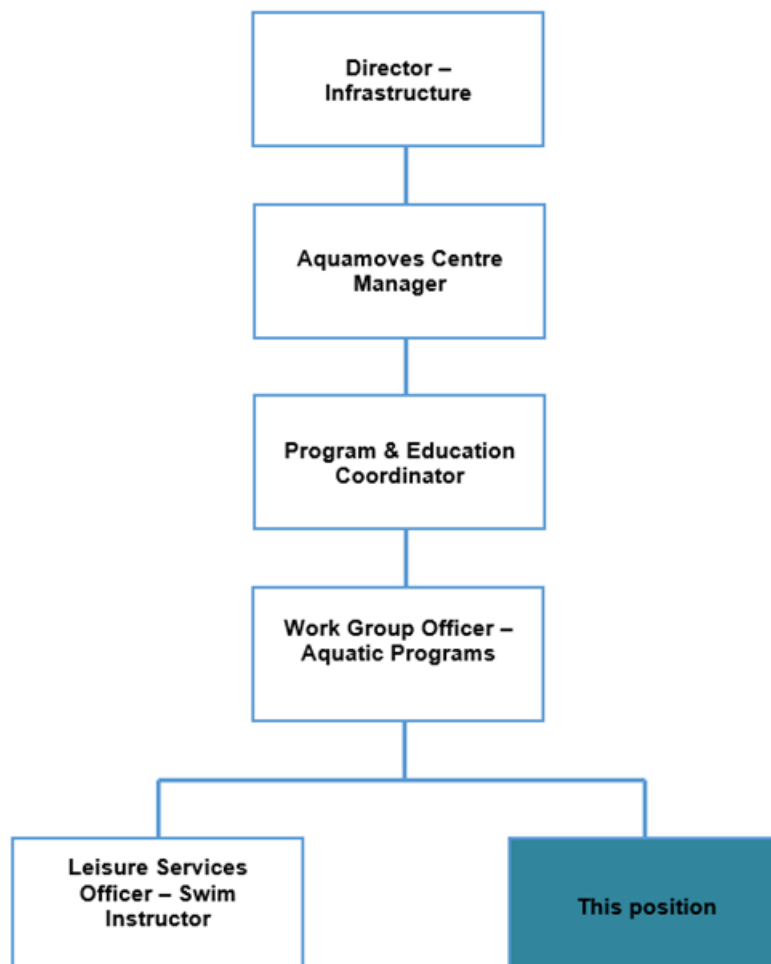
As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council Corporate Procedure – Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

## ORGANISATIONAL CONTEXT

### Departmental Overview



# VALUES

Our Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation.

These values may be guiding principles of behaviour for all members in the organisation.

**Respect first,  
always**

We are attentive, listen to others and consider all points of view in our decision making.

**Take  
Ownership**

We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.

**Courageously  
Lead**

We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.

**Working  
Together**

We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.

**Continually  
Innovate**

We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.

**Start the  
Celebration**

As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.

# SHARED ORGANISATIONAL RESPONSIBILITIES

## Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

## Customer Service

Our customers are persons or organisations that use or needs a services provided by Greater Shepparton City Council.

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with Council objectives and statutory obligations.

Greater Shepparton City Council recognises customer service as a whole of Council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice.
- Listening to and understanding our customer needs.
- Developing skilled and motivated staff.
- Strengthening relationships between staff and the customer.
- Ongoing evaluation reporting and continuous improvement.

## Recordkeeping

As an employee of the Victorian Public Service Sector, it is your responsibility to ensure you are fully aware of recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirement for all staff to create and capture full and accurate records of all work related decisions and activities into relevant approved corporate systems.

## Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

The incumbent may, at times be asked to assist in Council's emergency management operations, within reason.

## Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

## Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

## Climate Emergency

Greater Shepparton City Council recognises the need to urgently address the causes of climate change to ensure our operations and the community are able to adapt to the impacts. All employees are responsible for the effective implementation of the 2030 Zero Carbon Emissions Target and demonstrate a commitment to mitigating and adapting to climate change. This includes:

- Judgement and decision making authority.
- Provision of service to the community.
- Adherence to relevant climate change policies and plans.
- Sustainable procurement – seeking and selecting the lowest carbon option and sustainable option in accordance with Procurement Guidelines.

## INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

<b>Never (N)</b>	Does not occur
<b>Rarely (R)</b>	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
<b>Occasionally (O)</b>	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
<b>Frequently (F)</b>	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
<b>Constantly (C)</b>	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
<b>Work Environment</b>					
Indoors				X	
Outdoors				X	
Slippery Surfaces				X	
Uneven ground/Sloped areas			X		
Work in isolation		X			
Work in confined spaces	X				
Work at heights	X				
Work in dusty/fumes/foul smells	X				
Exposure to loud noises requiring hearing protection	X				
Exposure to personal waste		X			
<b>Body Posture</b>					
Standing					X
Sitting		X			
Squatting/Crouching			X		
Kneeling			X		
Twisting			X		
Bending			X		
<b>Manual Handling</b>					
Reaching or working overhead (above shoulder)		X			
Reaching forward		X			
Gripping/fine motor movement			X		
Pushing/restraining			X		
Driving a vehicle	X				
Lifting floor to waist			X		
Lifting waist to overhead		X			
Lifting from a truck/trailer	X				
Lifting 0 - <5kg				X	
Lifting 5 - <10kg			X		
Lifting 10 - <15kg		X			
Lifting 15kg+		X			
Carrying awkward loads			X		
Climb steps/stairs/ladder		X			
Exposure to vibration	X				
<b>Psychosocial</b>					
Give direction to others				X	
Dealing with aggressive customers			X		
Dealing with upset customers			X		
Supporting dependent persons			X		

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	N	R	O	F	C
<b>Cognitive</b>					
Written communication			X		
Verbal communication					X
Comply with legislation					X
Problem solve				X	
Reason/make sense of things				X	
Make critical decisions				X	
Ensure accuracy/details			X		
Remember names/details			X		
Show creativity		X			
Examine/observe others					X
Work quickly			X		
Concentrate amid distractions					X

## ACCEPTANCE AND AUTHORISATION

### Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

**Authorising Officer Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_