

INFORMATION PACKAGE

Shire of East Pilbara

Lifeguard (Casual)

Job code: #059

Casual | Newman |

The Shire is recruiting for a community focused team player.

The Shire of East Pilbara is a well-established Local Government Authority in Western Australia, which services the town sites of Newman, Marble Bar, Nullagine and local communities.

We now seek suitably qualified and experienced applicants to fill the position of Lifeguard (Casual) at the Newman Aquatic Centre. In this role the successful applicant(s) will be responsible to the Aquatic Officer – Newman in ensuring the application of relevant rules and regulations and constant surveillance of patrons in the facility, while also ensuring safety requirements to the highest standard.

Candidates will form part of the recruitment pool that we can access now and in the future. Please note – applications will be accepted on an ongoing basis and will be assessed regularly throughout the advertising period.

The adult hourly rate is between \$36.70 and \$40.49 (inclusive of 25% casual loading).

If you are under the age of 21 years old, junior rates will apply.

Next steps

Applicants are requested to submit an up to date resume and cover letter addressing the essential criteria no more than 3 pages. If you are interested in this position, please apply via our website <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can be downloaded.

If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

Closing date:

4:00pm 30/3/2023

For enquiries relating to the application or recruitment process, please contact **People and Culture Team on (08) 9175 8000** or recruitment@eastpilbara.wa.gov.au

For role specific enquiries, please contact **Melissa Warren on 9175 8000**

www.eastpilbara.wa.gov.au

Shire of **EAST
Pilbara**
THE HEART OF THE PILBARA

POSITION DESCRIPTION

Shire of East Pilbara



Position Title

Lifeguard (Casual)

Directorate

Customer & Community Services

Reports to

Aquatic Officer - Newman

Position Number

#059

Position Level

LGIA 3

Position Summary

Responsible to the Aquatic Officer - Newman in ensuring the application of relevant rules and regulations and constant surveillance of patrons in the facility and to ensure safety requirements to the highest standards. To provide the public with recreation services and exceed the public's expectations in areas including safety, customer service, venue presentation and service/event delivery. Maintain a positive approach when dealing with customers/stakeholders and report any incidents and public feedback.

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver projects and outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards the achievement of financial efficiencies and quality of service, as directed;
- Proactively report upon, and mitigate, risks.

Role Accountabilities

- Undertake public supervision, aquatic rescues, emergency interventions and provision of first aid in accordance with Shire policies and procedures, RLSSA Guidelines for Safe Pool Operation and industry standards and practices. Undertake daily maintenance duties of the Newman Aquatic Centre.
- Ensure all amenities are maintained to standards acceptable to the public and in line with safety & health requirements, including clearing loose rubbish and ensuring toilets and change rooms are left in a hygienic manner.
- Ensure all pool equipment is maintained and utilized in the correct manner and kept in excellent working condition at all times. Undertake preventative maintenance on plant and equipment and assist with emergency repairs and maintenance as directed by Supervisors.
- Respond to customer enquiries and take action as required to resolve minor complaints and where necessary to refer the matter to the Aquatic Officer. Ensure accurate recording and reporting of all accidents, incidents and customer complaints.
- Assist in the effective operation of the Kiosk and Swim Shop, including cash handling, stock control and monitoring of all retail items using the associated point of sale computer system.
- Work effectively within a team environment.
- Establish effective working relationships



with team members and apply sound communication skills to resolve issues.

- Apply OSH policies and procedures to maximise a safe working environment.
- Support and promote the Shire's Code of Conduct.

Selection Criteria

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

Essential Criteria

(to be considered for this role you must demonstrate the following skills and experience)

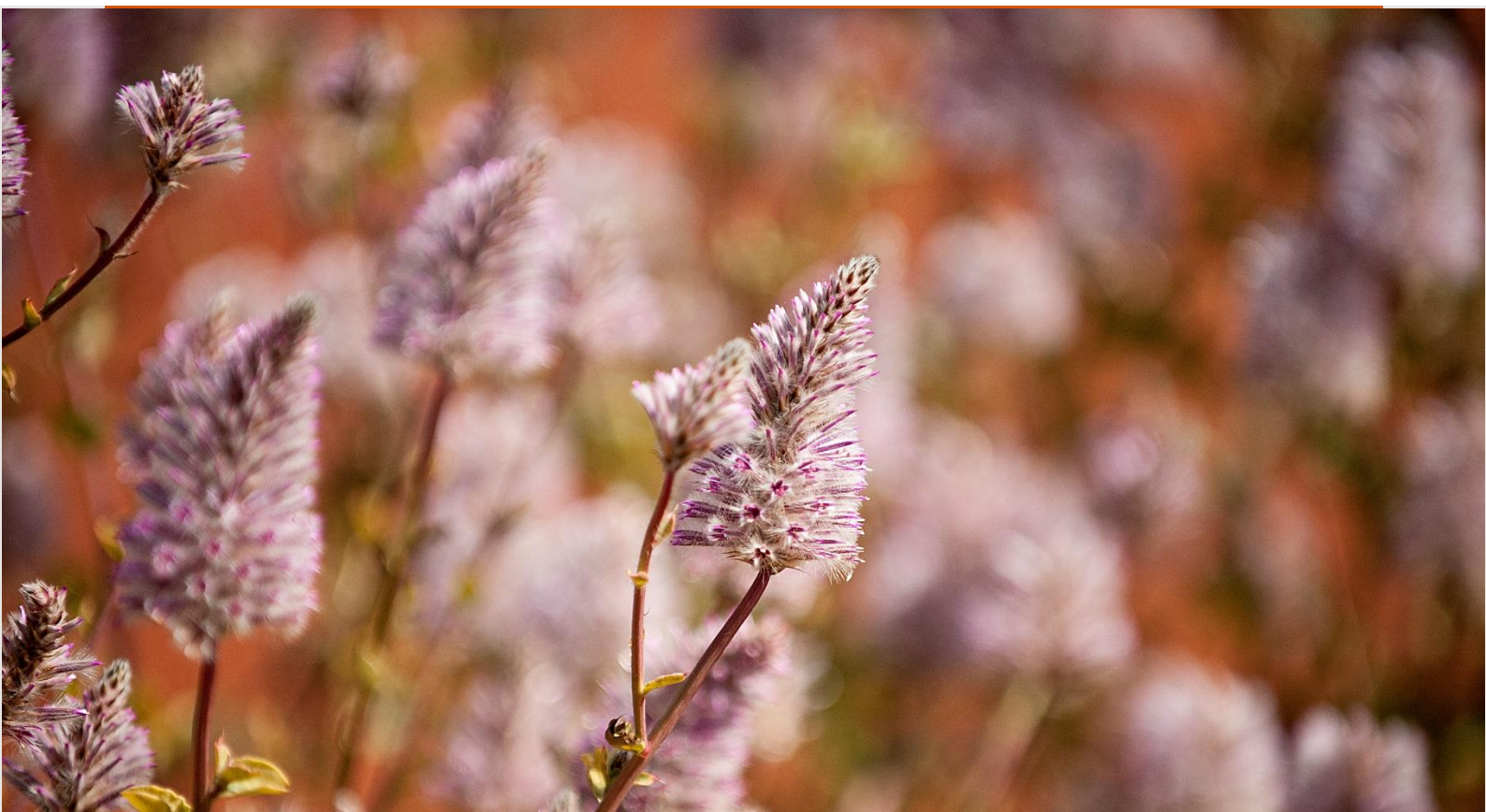
- Current First Aid Certificate
- Current Pool Lifeguard Certificate
- Sound customer management skills
- Well-developed communication, and interpersonal skills
- Ability to apply procedures and standards

relevant to leisure and aquatic facilities and programs

- Proven self-management, time management and organisational skills
- Ability to safely use a wide range of tools for plant and facility maintenance
- Current Working With Children check

Desirable Criteria

- Current Bronze Medallion Certificate
- Current WA 'C' Class Drivers Licence
- LIWA accreditation
- Certificate II in Pool Operations
- Recent lifeguarding experience in a facility of a similar size
- Recent experience in working in a public pool
- Sound knowledge of OSH legislation and RLSS Safe Pool operational guidelines
- Experience in the maintenance of plant and equipment
- Developed keyboard and computer skills



INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.

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