

INFORMATION PACKAGE

Shire of East Pilbara

Aquatic Officer (Duty Manager) - Newman

Job code: #057

Permanent, Full Time | Newman | Relocation Expenses | Subsidised Housing or Living Allowance

Dive into a rewarding career and join the Aquatic services team!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to join our team.

Join the journey to creating the incredible as our **Aquatic Officer (Duty Manager) - Newman**

Do you have?

- A current LIWA Accreditation or willingness to obtain
- A current Working with Children Check or ability to obtain
- A current Pool Plant Operators Certificate (LIWA)
- A current Pool Lifeguard Certificate
- Current 003 First Aid Certificate
- Knowledge on how to safely use a wide range of tools for plant facility management
- Current 'C' Class Drivers Licence valid in WA

To be successful in this role, you will have experience working in an Aquatic Facility, the ability to work in a team environment, the ability to apply procedures

and standards relevant to leisure and aquatic facilities and programs. You will have proven self-management, time management, and organisational skills with an understanding of safety practices and effective communication skills.

Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART - Honesty, Excellence, Accountability, Respect and Teamwork**.

To Apply

Please submit a current Resume and Cover Letter addressing the Essential Criteria in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can also 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:

Applications for this position are open until a suitable pool of candidates is received. This means vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

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

www.eastpilbara.wa.gov.au

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Canvassing of Councillors or Selection Panel Members will disqualify

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Aquatic Officer (Duty Manager) – Newman

Directorate

Community Experience

Reports to

Manager Aquatic Services

Position Number

#057

Position Level

LGIA 4 (Annualised)

Position Summary

Responsible to the Manager Aquatic Services in providing support with the supervision and coordination of the Newman Aquatic Centre. Ensures that all areas of daily operations at Newman Aquatic Centre are compliant with statutory obligations and best practice through responsible judgement and decision making.

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;
- Leading, guiding and navigating the operational management of employees under supervision, within the scope of the level;
- Supporting best practice through the application of good decision-making and consistency of application within position scope/level;
- Facilitating and encouraging teamwork 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

Assist the Manager Aquatic Services by overseeing the daily operations of the Newman Aquatic Centre

- Effectively supervise staff (including lifeguards and swim teachers) to ensure a high level of customer service.
- Appropriately control daily pool water chemistry requirements, ensuring the plant room is running accurately, and water chemistry meets health regulations.
- Perform emergency procedures such as First Aid, crowd control, and rescues when necessary.
- Ensure the amenities are maintained to standards acceptable to the public and in line with Occupational Health & Safety legislation and regulations.
- Assist the Manager Aquatic Services by liaising with the Supervisor - Parks & Gardens to ensure appropriate maintenance of lawns & reticulation.
- Organise emergency repairs and maintenance and report all maintenance problems that are unable to be repaired in the course of work.
- Travel to, or support relevant staff travelling to, remote communities as required (4 Wheel Drive certification, or ability to obtain, required)



Assist in the planning, promotion and implementation of a range of programs that meet Community needs and maximise the usage of the Centre

- Assist with the supervision of community events and activities, within the Centre.
- Ensure all programs occurring while on duty comply with safety standards, legislation, regulations, policies and guidelines.
- Ensure that applicable administrative and financial procedures are effectively carried out in accordance with the Shire's established guidelines and processes.
- Assist the Manager with the preparation of reports on Centre's utilisation including pool usage, membership usage and stock control variance.
- Assist with the effective marketing and promotion of the facilities.

Work effectively within a Team environment

- Assist the Manager in managing and developing staff assigned to the Centre by ensuring the implementation of agreed Human Resource management policies, systems and programs.
- Establish effective working relationships with all team members and apply sound communication skills to resolve issues.
- Apply Occupational Health & Safety legislation and policies to maximise a safe working environment.
- Support and promote the Shire's Code of Conduct within the team.
- Undertake special projects and other duties as requested and in line with the position responsibilities.

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 Pool Lifeguard Award
- Current 003 First Aid Certificate (or higher)
- Current Pool Plant Operators Certificate (WA Accredited)
- Current Working with Children Certificate
- LIWA Accreditation or willingness to obtain
- Current 'WA' C Class Drivers Licence
- Recent experience working in an Aquatic Facility
- Working knowledge of WHS legislation
- Demonstrated experience in office administration
- Sound customer management skills
- Well-developed communication, interpersonal and negotiation skills
- Developed keyboard and computer skills
- Ability to apply legislation and standards relevant to leisure and aquatic facilities and programs
- Proven self-management, time management and organisational skills

Desirable Criteria

- Current Bronze Medallion Certificate
- Demonstrated recent pool management experience
- Experience in staff supervision
- Working knowledge of the WA Health Department Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic facilities
- Hands on experience with facility maintenance works
- 4WD Certification or ability to obtain



Remuneration details

Employment conditions in accordance with the Shire of East Pilbara Industrial Agreement 2024 (LGIA 2024).

Cash salary component:

- Annualised salary \$88,192 - \$108,543 per annum (plus 3.5% increase due on 1 July 2026), includes:
 - Overtime 7 hours per week, and
 - Leave loading.
- 22% Superannuation includes: 12% Superannuation guarantee with an additional 5% to match employee voluntary contribution. The combined total of the Shire's contribution shall not exceed 17% of the specified salary.

Accommodation:

- Housing is available for this position. Should a house not be available, a Living Allowance up to \$20,000 per annum is paid as per the Shire's policy and may be subject to change.

Relocation expenses:

- The Shire will negotiate reasonable relocation expenses with the successful applicant.
- Up to \$15,000 for interstate or up to \$10,000 for intrastate (GST Inc.).

In addition:

- Annual uniform allowance up to \$440.
- 5 weeks Annual leave.
- Long Service Leave – Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance – following twelve (12) months completion of service, one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.

Hours of work:

- As per the Award, ordinary hours of work are 38 hours per week. Plus, additional 7 hours of overtime per week, if required (annualised).

Other benefits and services:

- Discounts for staff for the use of recreation and aquatic centre facilities.
- Professional development is encouraged and promoted by providing staff training as necessary.

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.

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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.