

POSITION DESCRIPTION



POSITION TITLE:	Aquatic Team Leader
DEPARTMENT:	Community Partnerships
POSITION HOLDER:	
REPORTS TO:	Coordinator Recreational Places & Spaces
TERM OF EMPLOYMENT:	Permanent Full Time
APPROVED BY:	Director Community Development
DATE:	June 2025
CLASSIFICATION:	Band 6

POSITION OBJECTIVE:

The role will oversee the coordination and operations of Council's outdoor swimming pool facilities in full compliance with industry standards and guidelines, adopted policies, budget allocations and service standards.

KEY RESPONSIBILITIES AND DUTIES:

- Plan, develop, coordinate, facilitate and evaluate a range of programs, services and special events relevant to Council's swimming pool facilities.
- Proactively engage with local user groups, communities and committees to seek out opportunities to increase participation and attendance at Council's outdoor swimming pools as well as the activation of our lakes.
- Contribute to the implementation of the Buloke Shire Council Aquatic Strategy (in development) and other key strategic documents in relation to aquatic and recreational facilities.
- Provide regular and comprehensive reporting on Council's swimming pool facilities and operations.
- Proactively promote the swimming pool facilities, associated programs, services and special events, and collaborate with community and user groups at increasing and encouraging attendance at swimming pool facilities.
- Coordinate and supervise a range of minor maintenance works at swimming pools, including basic repairs and other tasks as required.
- Undertake periodic desktop audits and physical inspections of swimming pools and formulate realistic action plans and budget proposals in response to those audits/inspections.
- Develop, implement and maintain appropriate policies, procedures, and usage/hire agreements for the effective operation of all swimming pool facilities.
- Carry out a broad range of administrative tasks, including staff rostering and induction that are essential to the efficient operation of swimming pools.

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ORGANISATIONAL ENVIRONMENT:

Reports to:	Coordinator Recreational Places & Spaces
Directly Supervises:	Lifeguards, Junior Lifeguards and Supervisor Lifeguard
Internal Liaisons:	Council staff
External Liaisons:	Members of the community, visitors to the Buloke Shire, User Groups, Sporting Clubs, Schools, Contractors/Consultants

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the operations of Council's swimming pool facilities during the pool season.
- Freedom to act is governed by clear objectives and the swimming pool budget.
- Accountable for the quality and effectiveness of swimming pool services provided to the Buloke community and visitors to the Buloke Shire.
- Ensure all Lifeguards and staff undertaking maintenance operations within the swimming pool facilities are trained in safe work practices, the safe operation of equipment and are made aware of, and apply, all occupational health and safety policies and standard operating procedures relevant to swimming pool operations.
- Develop appropriate policies, procedures, and usage/hire agreements related to swimming pool facilities.

JUDGEMENT AND DECISION MAKING:

- May use judgement to ensure the method, process or equipment used in swimming pool services is appropriate. Where existing solutions to problems are not available, some creativity may be required and problem solving will be based on the application of expertise or knowledge acquired through experience.
- Guidance and advice would usually be available within the time available to make a choice.

SPECIALIST SKILLS AND KNOWLEDGE:

- Requires a thorough knowledge of processes used for swimming pool operations.
- Requires an understanding of the Aquatics Strategy and the Guidelines for Safe Pool Operations with capability to apply key principles in daily practice.
- Requires a knowledge and understanding of the longer term goals of the unit as well as relevant policies of the unit and the wider organisation.
- Demonstrated computer skills with some knowledge and experience in Microsoft Office suite.
- Demonstrated working knowledge of, and ability to, maintain and undertake minor repairs to plan and equipment in swimming pools.

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MANAGEMENT SKILLS:

- Ability to manage time, set priorities and plan and organise own work, and the work of Lifeguards, to ensure effective and efficient swimming pool services.
- Demonstrated experience in leading, supporting, motivating and supervising staff.
- Understanding of and ability to implement personnel practices, including occupational safety and provision of training and professional development to Lifeguards.

INTERPERSONAL SKILLS:

- Capable of gaining cooperation and assistance with key user groups of swimming pool facilities members of the public and other employees.
- Demonstrated ability to liaise with counterparts in other organisations to discuss specialist matters in seeking resolutions to problems.
- Ability to write reports relevant to swimming pool operations and capable of preparing external correspondence as directed.

QUALIFICATIONS AND EXPERIENCE:

- Formal qualifications and/or demonstration of relevant work experience and skills associated with the oversight of swimming pool facility operations.
- Pool Operators Certificate, Pool Lifeguard Certificate, Level II First Aid or willingness to obtain these certificates.
- Experience in supervision of large seasonal team of Lifeguards, including provision of on-the-job training, within a multi-facility environment.
- A current Victorian Driver License, or other Australian state/territory equivalent, is essential and a satisfactory National Police Records check.
- Working with children check.

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

CHILD SAFE STANDARDS:

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

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VARIATIONS TO CONDITIONS OF EMPLOYMENT:

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

ANNUAL PERFORMANCE REVIEW:

Every staff member is required to actively participate in the annual performance review/appraisal process with his or her supervisor.

KEY SELECTION CRITERIA:

- Relevant degree or diploma and some associated experience, or a lesser formal qualification with more extensive work experience and skills associated with the oversight of swimming pool facility operations.
- Pool Operators Certificate, Pool Lifeguard Certificate, Level II First Aid or willingness to obtain these certificates.
- Experience in supervision of large seasonal team of Lifeguards, including provision of on-the-job training, within a multi-facility environment.
- Practical knowledge and application of Guidelines for Safe Pool Operations, and occupational health and safety guidelines relevant to pool operations.
- Capable of engaging with and providing assistance to key user groups of swimming pool facilities and members of the public.
- Demonstrated working knowledge of, and ability to, maintain and undertake minor repairs to plan and equipment in swimming pools.
- A current Working with children check, Victorian Driver License, or other Australian state/territory equivalent, is essential and a satisfactory National Police Records check.

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VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by:

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Date

Director Community Development

Agreed by:

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Date

Manager Community Partnerships

Agreed by:

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Date

Aquatics Team Leader