



## **SOUTH GIPPSLAND SHIRE COUNCIL**

### **POSITION DESCRIPTION**

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<b>POSITION:</b>	Swimming Pools Liaison Officer
<b>DIRECTORATE:</b>	Sustainable Communities & Infrastructure
<b>DEPARTMENT:</b>	Sustainable Communities
<b>CLASSIFICATION:</b>	Band 5
<b>EMPLOYMENT STATUS:</b>	Part Time Temporary 0.6 EFT
<b>CURRENT OCCUPANT:</b>	Vacant
<b>DATE:</b>	October 2015

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### **ORGANISATION OVERVIEW**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating 'a great place for us'.

### **THE TEAM**

The Community Strengthening team is responsible for:

- Place based community strengthening projects.
- Arts and Cultural development
- Youth Engagement
- Recreation development including management of aquatic services
- Support for access and inclusion processes across the Shire
- Community planning
- Assistance for community volunteers and community organisations



The team's annual operating budget is approximately \$2.1 m.

### **ORGANISATIONAL RELATIONSHIPS:**

**Reports to:** Coordinator Community Strengthening

**Direct Reports:** Nil

#### **Key Internal Relationships:**

- Recreation Officer
- Community Strengthening team
- Property Department
- Economic Development and Tourism team
- Communications team

#### **Key External Relationships:**

- Volunteer Swimming Pool committees
- Swimming Clubs
- Schools
- YMCA as managers of 5 Council aquatic facilities
- Toora Pool managers
- Gippsport
- Local media
- Prom Coast Regional Tourism (PCRT)

## **1. POSITION PURPOSE**

This position will provide a direct liaison role between pool volunteers, Council staff and pool managers appointed by Council.

The main areas the position is responsible for is:

- Information on all pools and special events at outdoor pools available at recreation reserves, indoor sports stadiums, caravan parks and camping grounds and Visitor Information Centres in South Gippsland.
- Council website features current information about all Council pools throughout summer period.
- Volunteer committees receive advice about activities provided at all outdoor pools.
- Pool volunteer committees/support groups and Pool Managers communicate on a regular basis.
- Daily reporting of issues associated with contract compliance and performance to the Recreation Officer.



- Fortnightly report on volunteer led activity at all pools provided to Recreation Officer and Community Strengthening Coordinator.
- Monthly report on partnership activities involving pool volunteer committees and Pool Managers provided to Recreation Officer and Community Strengthening Coordinator.

## **2. KEY RESPONSIBILITIES**

- Continuation of positive volunteer involvement in activity and promotion at all outdoor pools.
- Assistance provided to Recreation Officer with monitoring contract compliance/performance through regular direct and on site engagement with contractors.
- Effective partnerships between local support groups and contractors supported to maximise pool usage by the community and to find innovative solutions to barriers impacting on efficient use of the pools.
- Increased Shire wide promotion of the pools achieved through assistance provided to contractors and pool committees to engage with the tourism sector, particularly caravan parks, camping grounds, and real estate companies leasing holiday homes.
- Awareness of Council's aquatic facilities increased through direct promotion to other sectors of the community with an interest in swimming e.g. youth networks, health agencies, sporting clubs.

## **3. ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The position is authorised to/responsible for the following: -

- Establishing processes to enable regular communication between swimming pool volunteer committees/support groups across South Gippsland
- Responsible for development of promotional materials for outdoor pool events.
- Direct liaison with tourism sector in particular caravan park and camping ground operators.
- Supporting regular liaison between pool volunteers and Pool Managers.
- The freedom to act is governed by legislation, policies, processes, procedures and guidelines.



- Accountable to act in accordance with the Councils policies and procedures. Where you do not know, you are obligated to find out.
- Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council.
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation.
- Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce risk.

#### **4. JUDGEMENT AND DECISION MAKING SKILLS**

Judgment and decision making will be within the ambit of the following:

- Make decisions in line with established policies, procedures and legislation.
- Determine which promotional opportunities suit a specific facility or swimming pool based event.
- Advising Recreation Officer of any issues at a pool that might restrict participation.
- Guidance and advice is generally available within the time required to make a choice.

#### **5. SPECIALIST SKILLS AND KNOWLEDGE**

The skills and knowledge required to perform the duties of the position include:

- Ability to work with a team and across networks.
- Excellent communication and administration skills.
- Understanding of volunteer contribution to recreational or cultural activity.
- Well developed skills with use of Microsoft Office programs.
- Effective record keeping skills.
- Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities.



## **6. MANAGEMENT SKILLS**

The required management skills include:

- Coordinating promotional activities.
- Ability to support a diverse group of volunteers.
- Ability to manage time, set priorities, plan and organise one's own workload whilst maintaining attention to detail.
- Highly developed organisational skills including the ability to manage several projects at one time.
- Ability to work independently and also in a team environment.
- Ability to work to project deadlines.

## **7. INTERPERSONAL SKILLS**

Interpersonal skills include:

- Demonstrated ability to gain co-operation and assistance, liaise, coordinate and communicate with a diverse range of people and organisations in the administration of defined activities.
- Ability to gain cooperation and assistance from key internal stakeholders and a range of Council teams.
- Well developed written and verbal communication skills.
- Sound networking abilities.
- The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team.

## **8. QUALIFICATIONS AND EXPERIENCE**

The qualifications and experience required for the position include:

- Year 12 or equivalent.
- Demonstrable experience of working in a recreation setting or service, preferably aquatic services.
- Experience working with community groups.



- Experience of working with volunteers.
- Current Victorian drivers licence.
- Current and clear police records check.

## **9. SELECTION CRITERIA**

- Year 12 or equivalent.
- Experience of working in the recreation sector.
- Well developed interpersonal skills; including the ability to engage a wide range of community groups and individuals.
- Experience with promotion of activities or services.
- Organisational skills and ability to work to project deadlines.
- Well developed administrative skills.
- Evidence of a strong customer service focus.
- Experience of working with volunteers.
- Current Working with Children Check.
- Current Victorian Drivers Licence.

## **10. PRE EMPLOYMENT CHECKS**

- Applicants may be required to complete a police check if progressing to the next selection stage.
- Applicants may be required to undergo a pre-employment medical examination if progressing to the next selection stage.
- Applicants may be required to undergo an Integrity/Psychometric assessment if progressing to the next selection stage.

<b>Acceptance of the Position – Successful Candidate to Complete</b>
<b>Agreement:</b>
I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the general Terms and Conditions of Employment and I agree to the terms and conditions.
Name (Please print):



Signature:

Date: