



Position Description

| Aquatic Facilities Supervisor | |
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| Position Code | To be determined |
| Classification/Grade/Band | Band 2 Level 2 (Grade 6) Local Government (State) Award 2023 |
| Reports to | Sustainability, Land and Compliance Manager |
| Location | Bingara and Warialda |
| Content Manager Reference | |
| Direct Reports | 5 to 10 |
| Budget (Operating and Capital expenditure) | Nil |

Overview of Gwydir Shire Council

Located on the Fossickers Way between the New England and Northwest regions of NSW, the Gwydir Shire encompassing a diverse landscape that is both picturesque and productive. With affordable housing, a strong sense of community and diverse leisure and recreation activities, the Shire offers an idyllic and fulfilling lifestyle. Bingara and Warialda are the main towns in the Shire.

The Gwydir Shire Council prides itself on being an award-winning organisation that supports its community through the provision of high-quality services. Council offers employees a rewarding career that allows staff to make a positive impact in the communities in which they live; and provides exciting opportunities to explore and suture career avenues within the organisation. Council strongly supports a flexible-family work environment.

Gwydir's Vision

Council's vision is to be a recognised leader in Local Government through continuous learning and sustainability. Council embraces this mantra by ensuring all staff have access to training and education, to reach their full potential.

Gwydir's Mission

To ensure that the Council's long-term role is viable and sustainable by meeting the needs of our residents in a responsible and caring way, attract sustainable development while maintaining the traditional rural values, character, and culture of our people.

Child Safety Commitment Statement

Gwydir Shire Council is committed to the safety, wellbeing and empowerment of all children and young people throughout the Shire, including Indigenous children, those from culturally and linguistically diverse backgrounds and children and young with disabilities.

All Gwydir Shire Council staff, volunteers and other partners have a zero-tolerance approach to any form of child abuse in both the physical, psychological, and online environments. We support the rights of children and young people, and we will act immediately and accordingly to ensure an environment is maintained where they feel safe, respected, valued, and always empowered.

We know that being a leading child safe organisation is about more than having the right policies and procedures in place. It requires conscious actions and proactive behaviours to protect children from harm. It means creating a culture of safety that extends from participation and education through to ensuring all members of our organisation feel safe and secure in reporting inappropriate behaviour.

It is essential that everyone at Gwydir Shire Council understand the important responsibilities they have in relation to child safety, and we are committed to educating our elected members, employees, volunteers, contractors, consultants, other partners, and the wider community in the regard.

We want children to have a voice and know that their views are listened to and respected and that they are given opportunities to contribute. Together we can provide an environment where children feel safe, respected, valued, and encouraged to reach their full potential.

Primary purpose of the position

Manage the daily operations of the aquatic facilities within the Shire, including the day-to-day supervision of lifeguard services provided by suitably qualified staff, to ensure the health and safety of all patrons.

Implement facility maintenance, cleaning, and upkeep of water quality to help keep the water in optimum condition.

Department and Branch Description

Forming part of the Sustainability, Land, and Compliance Department, the Business and Strategy Directorate, is responsible for planning, environment, business improvement, records and information management, WHS and risk, contract administration and economic development.

Key accountabilities

Within the area of responsibility, this role is required to:

- Manage the daily operations of the aquatic facilities, including management of lifeguards, kiosk staff, operation and maintenance of equipment, and the performance of lifeguard duties to contribute to the safe, efficient, and effective operation of the aquatic facilities and the health and safety of patrons.
- Supervise lifeguards in their provision of lifeguard duties to ensure at all times the pool area is supervised in a reliable, safe, professional, and friendly manner.

- Supervise the pool and swimming patrons, performing preventative actions, rescues and first aid where needed.
- Promote and enforce proper behaviour standards in an aquatic environment to help in providing an enjoyable and safe recreational experience for all patrons.
- Oversee lifeguard rosters and duties to ensure that there is sufficient, qualified staff in attendance to run the facilities.
- Oversee daily operations of the aquatic facilities, ensuring all plant and equipment are maintained and functioning efficiently to support continuous, safe operation.
- Conduct water testing, basic plant maintenance and the appropriate recording to ensure the highest quality of water at all times.
- Maintain stringent record keeping adhering to all compliance requirements.
- Oversee the completion of electronic timesheets to ensure accurate records are processed and kept.

All positions in Council involve multi-skilling and consequently the interchange of duties may be required for the effective operation of the department. The duties described above are indicative of the primary duties that a person appointed to the position would be expected to perform and should not be regarded as the sole duties applicable to the position. Other duties may be assigned in accordance with skills, experience, and training.



Selection Criteria

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| Essential |
| <ul style="list-style-type: none"> • Class C Drivers Licence • Pool Lifeguard Certificate • Senior First Aid/CPR Certificate • Certificate III in Pool Operations • experience in the supervision of staff • customer service skills • negotiation skills for managing behaviour issues with patrons • communication and interpersonal skills for dealing with staff and customers and motivating a team. |
| Desirable |
| <ul style="list-style-type: none"> • Certificate IV in Pool Operations • Aquatic management experience • Confined spaces certificate |
| Common requirements of the position |
| <ul style="list-style-type: none"> • Willingness to have Council conduct a Criminal History Check. • Agree to undertake a medical assessment by Council's nominated medical practitioner if required and to be medically fit to undertake the full requirements of the position. • Manage projects in accordance with corporate standards. • Willingness to work flexible hours to meet the requirements of the position. • Behaviour in accordance with Council's policies and the Code of Conduct. • Report environment issues that may become evident when carrying out the position duties. |
| Qualifications |
| <ul style="list-style-type: none"> • Certificate III in Pool Operations |

Capabilities for the position

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here.” It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <http://capability.lgnsw.org.au>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

| Local Government Capability Framework | | |
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| Capability Group | Capability Name | Level |
|  Personal attributes | Manage Self | Highly Advanced |
| | Display Resilience and Adaptability | Advanced |
| | Act with Integrity | Advanced |
| | Demonstrate Accountability | Highly Advanced |
|  Relationships | Communicate and Engage | Advanced |
| | Community and Customer Focus | Advanced |
| | Work Collaboratively | Advanced |
| | Influence and Negotiate | Advanced |
|  Results | Plan and Prioritise | Adept |
| | Think and Solve Problems | Adept |
| | Create and Innovate | Adept |
| | Deliver Results | Advanced |
|  Resources | Finance | Advanced |
| | Assets and Tools | Advanced |
| | Technology and Information | Advanced |
| | Procurement and Contracts | Adept |
|  Workforce Leadership | Manage and Develop People | Advanced |
| | Inspire Direction and Purpose | Adept |
| | Optimise Workforce Contribution | Adept |
| | Lead and Manage Change | Adept |

Focus capabilities.

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

| Local Government Capability Framework | | |
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| Group and capability | Level | Behavioural indicators |
| Personal Attributes Act with Integrity | Advanced | <ul style="list-style-type: none"> • Models' ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical, and professional way and sets an example for others to follow • Promotes integrity, courage, and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify |
| Personal Attributes Demonstrate Accountability | Highly Advanced | <ul style="list-style-type: none"> • Acts in the public interest at all times • Is prepared to act and take ownership for difficult decisions • Supports and stands by people in the organisation who have made an honest mistake • Creates a climate in which people feel supported to take responsibility for outcomes • Establishes effective governance systems to ensure safe work practices and to mitigate and manage organisational risks |
| Relationships Community and Customer Focus | Advanced | <ul style="list-style-type: none"> • Demonstrates a thorough understanding of the interests, needs, and diversity in the community • Promotes a culture of quality customer service • Initiates and develops partnerships with customers and the community to define and evaluate service outcomes • Ensures that the customer is at the heart of business process design • Makes improvements to management systems, processes, and practices to improve service delivery • Works towards social, environmental, and economic sustainability in the community/region |
| Relationships Work Collaboratively | Advanced | <ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector |

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| | | <ul style="list-style-type: none"> Models' inclusiveness and respect for diversity in people, experiences, and backgrounds |
| Results Plan and Prioritise | Adept | <ul style="list-style-type: none"> Consults on and delivers team/unit goals and plans, with clear performance measures Takes into account organisational objectives when setting and reviewing team priorities and projects Scopes and manages projects effectively, including budgets, resources, and timelines Manages risks effectively, minimising the impacts of variances from project plans Monitors progress, makes adjustments, and evaluates outcomes to inform future planning |
| Results Deliver Results | Advanced | <ul style="list-style-type: none"> Sets high standards and challenging goals for self and others Delegates responsibility appropriately and provides support Defines what success looks like in measurable terms Uses own professional knowledge and the expertise of others to drive results Implements and oversees quality assurance practices |
| Resources Finance | Advanced | <ul style="list-style-type: none"> Ensures the design/delivery of services is within budget Explains the organisation's financial drivers to others in plain language Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services Models the highest standards of financial probity, demonstrating respect for public monies and other resources Promotes the role of sound financial management and its impact on long term financial sustainability Seeks and applies specialist financial advice to inform decisions |
| Workforce Leadership Manage and Develop People | Advanced | <ul style="list-style-type: none"> Knows the individual strengths, weaknesses, goals, and concerns of members of the team Fosters high performance through effective conversations and feedback and by providing stretch opportunities Identifies and develops talent across the organisation Coaches and mentors' staff to foster professional development and continuous learning Implements performance development frameworks to align capability with the organisation's current and future priorities Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way |
| Prepared By | Human Resources | |
| Approved by General Manager | July 2025 | |
| Date Approved/Reviewed | July 2025 | |
| Version Number and Date | Version 1 – July 2025 | |