



SHIRE OF HARVEY



POOL LIFEGUARD

APPLICATION PACKAGE

SHIRE OF HARVEY

102 Uduc Road
PO Box 500
HARVEY WA 6220

Phone: (08) 9729 0300
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Shire of HARVEY



POOL LIFEGUARD

An exciting opportunity exists for a Full Time Pool Lifeguard to join the Aquatic Team at the Leschenault Leisure Centre in Australind.

Primary duties will involve supervision of aquatic patrons, providing exceptional customer service and public education, and ensuring a safe, clean and friendly environment.

An Application Package along with the Position Description is available on Council's website www.harvey.wa.gov.au or by contacting Mrs. Cherie Chivell on (08) 9729 0304 during normal office hours. Specific queries related to the position should be referred to the Wet Operations Manager, Mr. Trent Smith on (08) 9797 4000.

Applications marked "Pool Lifeguard" addressed to the undersigned close at **4.00pm on Friday 29th August, 2014.**

MICHAEL PARKER
CHIEF EXECUTIVE OFFICER
PO Box 500
HARVEY WA 6220



SHIRE OF HARVEY

Guidelines to Applying for an Advertised Position

Thank you for your interest in the position advertised by the Shire of Harvey.

These guidelines have been developed to assist you in preparing your application and to enable you to plan for a possible selection interview.

ELIGIBILITY:

The Shire of Harvey is an equal opportunity employer. All applications for a position will be assessed against the same criteria, included in the position description.

Only those applicants, who demonstrate they meet all the selection criteria of the position by a statement addressing the criteria, will be considered for an interview.

Applications will not be considered until after the closing date and will usually be reviewed by an interview panel. Selections will be based on which applicant demonstrates the highest merit for the position and on their past experience and ability to perform the advertised position.

Note: Canvassing of Councillors will disqualify.

PREPARING YOUR APPLICATION:

Your application should include the following documentation:

Application for Employment Form

Please complete and attach this form (located after these Guidelines) to the front of your application.

Applications will not be accepted without a completed application form.

Covering Letter

The covering letter gives the opportunity to introduce yourself to the interview panel. You may wish to summarise your application and emphasise your strongest points and achievements.

A Statement addressing the selection criteria

In order for you to be considered for short listing, **you must** address the selection criteria that are listed in the Position Description.

Preparation of the statement addressing the selection criteria is the most important part of your application.

The selection criteria include the skills, knowledge, experience and, if required, qualifications of the position. Should the position you are applying for require you to present a current Working with Children Check, this will be listed in the essential criteria. Working with Children Checks will be at the expense of the applicant.

Include information of any relevant qualifications you may have obtained and their relevance to the Selection Criteria.

It is strongly suggested that you use each of the selection criteria as a heading and outline your relevant experience separately against each one. It is better to be succinct and relevant rather than wordy. As a guide no more than two (2) paragraphs per selection criteria should be provided.

Resume

Your Resume should include your personal details, relevant work history, and education, training courses, qualifications and professional memberships.

Relevant work history should commence with the most recent position you have held, as well as the dates/period of employment. In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

Referees

You should include in your Resume the names and contact numbers of at least two (2) referees. These referees may be contacted to verify the information stated in your Resume. Ideally your referees should be a current manager/supervisor, however a manager/supervisor from a previous position may be used.

It is common courtesy that you make contact with your referees for their approval before nominating them in your application. Tell your referees about the Shire of Harvey position(s) that you are applying for.

Closing Date for Applications

Vacant positions with the Shire of Harvey are advertised for a specific period and close at 4pm on the closing date in the advertisement.

Late applications will not be accepted.

PREPARING FOR THE INTERVIEW:

To prepare yourself for the interview, re-read the Position Description form, focusing on the selection criteria. Think of examples of work situations where you would have applied the relevant skills and abilities.

Focus on the duties of the position and think about how you would carry them out. Think about any problems you might encounter and how you would resolve them.

Prepare a few relevant questions you may wish to ask the panel. Ensure that you take along the original copy of your records, the certificate of qualification(s) to the interview for the interview panel to sight.

If you are selected for an interview an officer of the Shire will telephone you to organise a convenient time to conduct the interview. Please write down the date, time, location and contact officer's name.

THE INTERVIEW PROCESS:

The interview panel will consist of at least two (2) members. Interviews will follow a set format to ensure equity and fairness to each applicant and will be evaluated in the same manner.

During the interview, the interview panel members will write notes and assess your answers in response to the structured questions, ensuring that applicants are examined in an objective and informed manner. Should you not understand a question asked during the interview please seek clarification prior to providing a reply.

Never assume that each of the panel members knows your suitability for the position, even though you may have worked with them or have had experience in the position for which you have applied.

AFTER THE INTERVIEW:

The successful applicant will be contacted by a member of the interview panel to verbally offer the position. The Human Resource Department will then forward a written offer. All employment is subject to successfully obtaining a National Police Clearance certificate at your expense and completing a Pre-employment Medical questionnaire at the Shire's expense.

All unsuccessful applicants will be notified in writing.

SUBMITTING APPLICATIONS:

All applications may be submitted in any of the following ways:



Post

Chief Executive Officer
Shire of Harvey
PO Box 500
HARVEY WA 6220
(mark envelope "Confidential" and title of position applying for)



Hand

Shire of Harvey
102 Uduc Road
HARVEY WA 6220

Australind Sub-Office
7 Mulgara Street
AUSTRALIND WA 6233



Electronic Mail

shire@harvey.wa.gov.au

Queries:

If you require any further information or have any queries, please contact our Human Resources Coordinator Mrs Cherie Chivell on (08) 9729 0304.

CHECKLIST

Some of the things that should be checked by the Applicant

- Application for Employment Form;
- Covering Letter;
- Selection Criteria answered;
- Resume;
- Copies (not originals) of supporting documentation e.g. qualifications, driver's license, police clearance;
- The application has been photocopied for personal reference;
- If applying for more than one (1) position, enclose separate applications for each position; and
- I have checked and am aware of the closing date and time.

We hope you find these guidelines useful and thank you again for your interest.



SHIRE OF HARVEY

Application for Employment

Please attach this form to the front of your application

Vacancy Details

Position Title:

Personal Details

Surname: Title: Mr Mrs Ms Miss

Given Names: Date of Birth:

Residential Address:

Suburb: Postcode:

Postal Address: Suburb: Postcode:

Email:

Daytime Contact Number: Mobile:

Are you an Australian Citizen or permanent resident of Australia? Yes No – or –
 Are you applying for permanent residence? Yes No *If no, please attach a copy of a Visa validating permission to work in Australia.*

Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence: Yes No
 Licence Class (circle) C / R / RE / LR / MR / HR / HC / MC

Do you hold a current: National Police Clearance Working with Children Check OR Willing to obtain clearance/s.

Recruitment Source

How did you first become aware of this vacancy?

Shire of Harvey website <input type="checkbox"/>	Harvey/ Waroona Reporter <input type="checkbox"/>
South West Times <input type="checkbox"/>	West Australian <input type="checkbox"/>
Seek website <input type="checkbox"/>	Other <input type="checkbox"/>

If "other" please specify:

Employment History (details must be completed)

Refer to Resume for complete details

Period of Employment	Name of Employer	Position Held	Reason for Leaving

Employment References (details must be completed)

Please provide details of at least two contactable **work-related referees** – i.e. Your present or most recent employer/supervisors.

(Referee) Name:	Position Held	Company	Contact No:

How soon would you be able to commence work?

If currently employed, what is the minimum period of notice required?

Declarations

The following declarations are NOT a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement should you be the successful applicant.

Health

To the best of your knowledge, do you have a medical condition that will preclude you from undertaking the duties of the position you have applied for?

No

Yes

If "Yes" please provide details of condition

Workers' Compensation Claim

Have you ever made a workers' compensation claim?

No

Yes

If "Yes" please describe claim details (*e.g. Year of injury, Company worked for, Period of time off work*)

Are any Claims still current?

No

Yes

Not Applicable

If "Yes" please provide details of current claims.

Criminal Convictions

Have you ever been convicted of any offence in any court, or are you currently the subject of any charges pending or the subject of an investigation before a tribunal? (*You do not need to give details of any conviction which you have had declared spent under the Spent Convictions Act 1988*).

No

Yes

If "Yes" please provide details

Applicant Declaration

I declare that all the above statements and attached supporting information are true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

Signed

Date



SHIRE OF HARVEY GENERAL CONDITIONS POOL LIFEGUARD

- Salary:** Local Government Officer's (WA) Interim Award 2011 – Level 2 (\$43,565) per annum, which includes the Leschenault Leisure Centre Enterprise Agreement.
- Superannuation:** 9.50% occupational superannuation from date of commencement.
- Annual Leave:** Four (4) weeks paid annual leave, including a 17½% leave loading.
- Long Service Leave:** Thirteen (13) weeks long service leave is applicable after ten (10) years service, this leave is transferable between Local Authorities in Western Australia.
- Sick Leave:** In accordance with the Leschenault Leisure Centre Award.
- Probation:** A probationary period of three (3) months is applicable to this position.
- Medical Certificate:** Prior to appointment, the Officer will be required to undertake a medical examination with a Doctor of choice at Council's cost. The appointment to the position is not confirmed until a medical is completed including Council's standard questionnaire and accepted in accordance with Council Policy.
- Police Clearance:** A Police Clearance will be required to be provided to the Shire prior to confirmation of appointment.
- Payment of Salary:** Will be made fortnightly in arrears by direct debit deposit into an account nominated by the employee to a bank or financial institution by electronic funds transfer.

The Shire of Harvey is administered by a Council of thirteen (13) members inclusive of the President. The Shire of Harvey provides a smoke free environment.

Canvassing of Councillors will disqualify the applicant.

The Shire of Harvey is an Equal Employment Opportunity employer.

The contact details of at least two referees should be listed in the application, both of whom should be aware of the applicant's working experience, qualifications, performance of duties and responsibilities.

Applicants are required to ensure that full details of their employment history, qualifications and experience are included in their resume and that all selection criteria set down in the Position Description are addressed.

Further information can be obtained by contacting Mr. Trent Smith on (08) 9797 4000.

Applications marked "Pool Lifeguard" addressed to the undersigned close at 4.00pm on **Friday 29th August, 2014.**

MICHAEL PARKER
CHIEF EXECUTIVE OFFICER
Shire of Harvey
PO Box 500
HARVEY WA 6220



**SHIRE OF HARVEY
LESCHENAULT LEISURE CENTRE
POSITION DESCRIPTION
POOL LIFEGUARD**



1. **TITLE:** Pool Lifeguard
2. **LEVEL:** 2 - Leschenault Leisure Centre Agreement
3. **DEPARTMENT SECTION:** Aquatics
4. **POSITION OBJECTIVES:**
 - 4.1 Objectives of the Position:
 - To ensure a safe and enjoyable experience for users of the Aquatic centre with the highest regard to safety, cleanliness and service delivery.
 - 4.2 Within Section:
 - To provide active and proactive supervision of the water spaces within the Aquatics centre.
 - Provide information and advice to users of the aquatic centre.
 - To facilitate activities and special events within the aquatic centre.
 - 4.3 Within Organisation:
 - To ensure a professional and compatible work environment by providing an efficient, helpful, and courteous service to other Officers, Councillors, and the public.
5. **REQUIREMENTS OF THE JOB:**
 - 5.1 Skills:
 - Competent lifeguarding and rescue skills.
 - Highly developed public relations skills.
 - Developed organisational skills and time management skills.
 - Developed numeracy and literacy skills.
 - Developed verbal and written communication skills.
 - Basic conflict resolution skills.
 - Ability to work unsupervised and under pressure.
 - Demonstrate professional personal presentation and positive, enthusiastic disposition.
 - 5.2 Knowledge:
 - Knowledge of Health Act (Swimming Pool) Regulations 1964.
 - Knowledge of plant room operations and water chemistry.
 - 5.3 Experience:
 - Previous experience as a Lifeguard within a multi-faceted leisure centre.
 - 5.4 Qualifications, Experience and/or Training:
 - Senior First Aid Certificate.

- Pool lifeguard Certificate.
- Bronze Medallion Certificate.

6. KEY DUTIES/RESPONSIBILITIES:

6.1 Lifeguard:

- Effectively monitor and supervise all water spaces and activities ensuring all patrons are complying with centre policies and procedures.
- Provide assistance and/or perform rescue as required to any patron who may be in difficulty.
- Oversee and monitor activities in the Aquatics Centre.
- Facilitate a safe, pleasant and a fun environment.
- Ensure equipment and facilities are set up in accordance with the booking sheet.
- Conduct facility inspections to investigate potential cleaning, maintenance, safety and other issues that may require attention.
- Ensure Area Checklists are completed and signed off.
- Ensure Centre equipment is used, cleaned and stored appropriately.
- Handle as “first person contact” complaints received at the Aquatic Centre, assist patrons and take appropriate measures to ensure customer’s needs are met.
- Provide advice to patrons re water safety.
- Conduct programs as required.
- Assist Aquatic Supervisors with taking of water samples and complete required records.
- Cleaning of aquatics area including ablutions and change rooms.

6.2 General:

- Perform additional duties as directed by the Aquatics Supervisors, Wet Operations Manager or Centre Manager from time to time.

7. ORGANISATIONAL RELATIONSHIPS:

7.1 Responsible to:

Aquatics Supervisors
Wet Operations Manager

7.2 Supervision of:

Aquatic Centre patrons

7.3 Internal and External Liaison:

Internal

All Leisure Centre staff

External:

Council officers
Suppliers and Contractors
Local community groups
Local sporting groups
Centre customers
Members

Industry representatives
Emergency services

8. OCCUPATIONAL SAFETY AND HEALTH:

The following are your responsibilities to ensure that a safe and healthy work environment is maintained:

- Ensure his or her own safety;
- Avoid adversely affecting the safety and health of any other person through any act or omission at work;
- Must comply with safety instructions specified by their employer;
- Must use personal protective equipment as directed by their employer;
- Must not misuse or damage safety equipment;
- Must report near misses / accidents and incidents as well as hazards to their managers / supervisors;
- Must co-operate with their employer; and
- Should actively participate in Work Injury Management Programmes.

9. EQUAL EMPLOYMENT OPPORTUNITY:

The following are your responsibilities to ensure that an equal employment opportunity environment is maintained:

- Treat all work colleagues equally, in a non-discriminatory manner and with consideration and respect; and
- Undertake equal employment opportunity training provided by Council.

10. EXTENT OF AUTHORITY:

The position operates under the general direction of the Aquatics Supervisors:

- Use of discretion to solve problems from a range of suitable alternatives. Refers to the relevant Operations Manager and/or Centre Manager before acting on any issue, which may have any further ongoing implications.
- Responsible for ensuring safety measures are given priority in all aspects of the Centre's operations within legislative guidelines.
- Coordinates the use of emergency equipment.
- Responsible for adhering to documented work instructions, policies and procedures which are required for all tasks.
- Investigate and act on complaints from customers.

11. SELECTION CRITERIA:

11.1 Essential:

- Current Pool Lifeguard Certificate.
- Bronze Medallion Certificate.
- Current Senior First Aid Certificate.
- Current Police clearance.
- Hold a current "C" class motor driver's licence.
- Developed communication and interpersonal skills.

11.2 Desirable:

- Previous experience as a Lifeguard within a multi-faceted leisure centre as a lifeguard.