



This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

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Applications are hereby invited for the following position:-

## Pool Lifeguard (Part-Time)

***Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment***

**DEPARTMENT: Corporate and Communities**

**APPLICATIONS CLOSE: Friday 28 March 2025**

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**Your application must consist of the following information: -**

### CHECKLIST

- ☒ **Cover Sheet**
- ☒ **Covering Letter addressing the three main elements under the selection criteria:**
  - ~ Qualifications
  - ~ Knowledge, Skills and Expertise
  - ~ People Oriented Skills and Attributes
- ☒ **Copy of current resume, qualifications, and licences (relevant to the position)**



Applications should be addressed to:

**Douglas Shire Council  
People and Culture  
PO Box 723  
Mossman QLD 4873**

**[recruitment@douglas.qld.gov.au](mailto:recruitment@douglas.qld.gov.au)**



**WITH COMPLIMENTS  
INFORMATION KIT**

## **Pool Lifeguard (Part-Time)**

**Position Number: 618**

**Closing Date: Friday 28 March 2025**

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### **IMPORTANT INFORMATION REGARDING YOUR APPLICATION**

*Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.*

### **PRE-EMPLOYMENT ASSESSMENT**

*Following the selection of a preferred candidate Council will require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.*

### **EMPLOYMENT ELIGIBILITY**

*To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply*

**Privacy Information:** Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

## Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

## What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

### **Qualifications**

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

### **Knowledge, Skills and Expertise**

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

### **People Oriented Skills and Attributes**

These are personal characteristics you possess that would make you successful in this role. For example, if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short-listing process.

## Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

**Situation** - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

**Task** - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

**Action** - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

**Result** - What resulted from the actions you took? What did you achieve and what were the results of what you did?

**DOUGLAS SHIRE COUNCIL**  
**GENERAL CONDITIONS OF EMPLOYMENT**

<b><u>POSITION:</u></b>	Pool Lifeguard (Part-Time)
<b><u>LOCATION:</u></b>	Mossman Pool and Caravan Park
<b><u>CLASSIFICATION:</u></b>	LGH Level 3
<b><u>SALARY:</u></b>	Salary \$60,304.67 pro-rata per annum.
<b><u>HOURS OF DUTY:</u></b>	Nominal 53 hours per fortnight (fortnightly work pattern) Week 1: Friday – 8.5 hours, Saturday and Sunday – 9 hours per day Week 2: Friday – 8.5 hours, Saturday and Sunday – 9 hours per day
<b><u>AWARD:</u></b>	Queensland Local Government Industry (Stream B) Award – State 2017.
<b><u>LEAVE:</u></b>	Annual leave and sick leave with accrue in proportion of hours worked. Annual Leave Loading applies. The rostered day off system does not apply to this role.
<b><u>SUPERANNUATION:</u></b>	Employer superannuation contributions will be made at the rate of up to 12% of your salary through membership of Brighter Super or a complying fund. Employees may nominate to Council superannuation contributions they would like to contribute. A medical examination may be required.
<b><u>APPLICATIONS:</u></b>	Applications can be submitted by:  Addressed to: <b>Private and Confidential</b> Douglas Shire Council People and Culture PO Box 723 MOSSMAN QLD 4873  or  <a href="mailto:recruitment@douglas.qld.gov.au">recruitment@douglas.qld.gov.au</a>
<b><u>CLOSING DATE:</u></b>	<b>Friday 28 March 2025</b>

Position Applied for: Pool Lifeguard (Part-Time)

Position Number 618

Mr ☐Mrs ☐Ms ☐Miss ☐

Date: \_\_\_\_\_

Given Names: \_\_\_\_\_

Family Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Postal Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Preferred Contact Number:

\_\_\_\_\_  
\_\_\_\_\_

Email:

\_\_\_\_\_  
\_\_\_\_\_

Have you previously worked for Douglas Shire Council?

☐ No ☐ Yes

Dates: \_\_\_\_\_

Are you a current employee of Douglas Shire Council?

☐ No ☐ Yes

Dates: \_\_\_\_\_

Current Employees must complete:

Employee No:

Classification Level:

Position Title:

Department:

Supervisor:

Are you currently being represented by an external recruitment agency?

☐ No ☐ Yes

Name of Agency:

\_\_\_\_\_

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: (Please tick)

☐ Douglas Shire Council website☐ Douglas Shire Council Facebook☐ Douglas Shire Council LinkedIn☐ On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au): .....

This section is Optional: Do you identify with any of the following groups? (Please tick)

☐ Aboriginal / Torres Strait Islander☐ Disability☐ English as Second Language

Applicant Consent Details (Please Tick):

☐ I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.**NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.**

Applicants Signature: .....

### POSITION DESCRIPTION

<b>Position Title:</b>	Pool Lifeguard (Part-Time)
<b>Position Number:</b>	618
<b>Department:</b>	Corporate and Communities
<b>Unit:</b>	Community Services
<b>Team:</b>	Tourist Parks & Aquatics
<b>Reports To:</b>	Team Leader - Tourist Parks and Aquatics
<b>Award Classification:</b>	LGH Level 3 Queensland Local Government Industry Award – (Stream B) State 2017 and applicable Division(s)
<b>Hours:</b>	Permanent Part Time - nominally 26.5 hours per week. Subject to agreement hours can be varied up to and including 38 hours per week (full-time equivalent hours).
<b>Pre-placement Medical:</b>	Yes
<b>National Police History Check:</b>	Yes
<b>Date Developed:</b>	March 2024
<b>Date Reviewed:</b>	December 2024

### Douglas Values

Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.



Honesty



Trust



Fairness



Teamwork

### Position Objectives

The purpose and function of the position is to:

- Ensure the safety and well-being of patrons at Council's aquatic facility through diligent surveillance of facility areas.
- Maintaining pool safety standards and operating in an environmentally conscious manner.
- Effectively respond to emergencies to safeguard patrons in case of unforeseen incidents.
- Contribute to creating a secure and enjoyable environment for all facility users

## Organisational Relationships

<b>Position Reports to:</b>	Team Leader - Tourist Parks and Aquatics
<b>Position Supervises:</b>	Nil
<b>Internal Relationships:</b>	Lifeguards will work alongside the Customer service officers and Park Labourer
<b>External Relationships:</b>	Customers & Patrons, Community Members and Groups, Emergency Services, Visitors and Tourists

## Qualifications and Experience

### Essential:

#### Qualifications

- Current First Aid Certificate (HLTAID003) or ability to obtain
- Current CPR Certificate (HLTAID001) or ability to obtain.
- Current RLSS Pool Lifeguard Certificate or ability to obtain.
- Possession of a Working with Children Check (blue card check) or ability to obtain.

#### Knowledge, Skills & Abilities

- Capable of maintaining composure and taking effective action during emergency situations.
- Capable of fulfilling the requirements of a pool lifeguard including good physical fitness and strong ability to swim.
- Competent in preparing routine administrative paperwork.
- Aptitude for following verbal and written instructions, including adherence to standards and procedures.
- Strong focus on customer service.

#### People Oriented Skills & Attributes

- Demonstrated ability to relate in a courteous and diplomatic manner, particularly in dispute situations.
- Demonstrated ability to communicate and negotiate, maintaining working relationships with staff and customers.
- Demonstrated commitment to being a team member that supports, motivates and participates in team discussions to achieve departmental and Council corporate goals.

### Desirable:

#### Qualifications

- Pool Plant Operator Certificate or ability to obtain.

#### Knowledge, Skills & Expertise

- Previous experience as a lifeguard or in a Surf Lifesaving Club will be advantageous.

### Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Maintain constant surveillance of patrons, promptly responding to emergencies to ensure their safety.
- Provide emergency care and treatment until the arrival of medical services.
- Perform maintenance and cleaning duties to uphold cleanliness and safety standards in and around the pool.
- Conduct pool testing and chemical adjustment as necessary, including pool plant operations.
- Resolve patron problems promptly, providing excellent customer service.
- Capture corporate information in Council's business systems according to record keeping policies.
- Ensure facility rules and regulations are followed for the safety of all patrons.
- Foster a positive and inclusive environment for all patrons.
- Any other duties as required by the Team Leader Tourist Park and Aquatics, Assistant Team Leader Tourist Park and Aquatics, or Manager Community Services.

### Performance Indicators

It is expected the incumbent will:

- Model behaviours that show a commitment to and understanding of ethical, professional and legal standards that reflect Council's core values.
- Ensure compliance and support for Council's Policies and Procedures.
- Foster and promote a strong focus on customer service and teamwork.
- Maintain accurate and detailed records.
- Provide excellent customer service and actively work to solve customer problems.
- Participate in all staff training and meetings as required.