

# DOUGLAS

# SHIRE COUNCIL

## POSITION VACANT

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.

Applications are hereby invited for the following positions:-

### **Pool Attendant (Part-Time – Fixed Term 12 Months)**

**DEPARTMENT: People and Community Services**

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

**APPLICATIONS CLOSE: Friday 7 August 2020**

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

#### **CHECKLIST**

- Cover Sheet to nominate the position or positions you would like to be considered for**
- 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**
- Completed Position Application Form**



Applications should be addressed to:

**Douglas Shire Council  
Human Resources  
PO Box 723  
Mossman QLD 4873**

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



**WITH COMPLIMENTS**

**INFORMATION KIT**

**Pool Attendant  
(Part-Time – Fixed Term 12 Months)**

**Closing Date: Friday 7 August 2020**

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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 Attendant - (Fixed Term 12 Months)   |
| <b><u>LOCATION:</u></b>        | Mossman Pool and Caravan Park   |
| <b><u>POSITION STATUS:</u></b> | Part-time Temporary   |
| <b><u>AWARD:</u></b>           | Queensland Local Government Industry (Stream B) Award – State 2017  |
| <b><u>CLASSIFICATION:</u></b>  | LGH 3 / LGH 4<br>Level of appointment will be dependent upon qualifications and experience.   |
| <b><u>SALARY:</u></b>          | \$51,911.60 - \$53,970.80 pro-rata per annum  |
| <b><u>HOURS OF DUTY:</u></b>   | Rostered hours will vary dependent on operational requirements of Swimming Pool and Caravan Park.<br><br>Hours will be a minimum of 16 hours per week and a maximum of 38 hours per week.<br><br>The ordinary hours of duty shall be rostered in accordance with the Award.   |
| <b><u>LEAVE:</u></b>           | Annual leave and sick leave will accrue in proportion to hours worked. Annual Leave Loading applies. The rostered day off system does not apply to this role.   |
| <b><u>SUPERANNUATION:</u></b>  | Contributions to Superannuation through membership of the Local Government Scheme or a complying fund is available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions - employee 6% of salary, employer 12% of employee's salary. Employer contributions – 9.50% of employee's salary if you choose not to contribute within the first twelve (12) months of employment. A medical examination may be required. |
| <b><u>APPLICATIONS:</u></b>    | Addressed to:<br><br>Douglas Shire Council<br>Human Resources<br>PO Box 723<br>MOSSMAN QLD 4873<br><br>or<br><br><a href="mailto:humanresources@douglas.qld.gov.au">humanresources@douglas.qld.gov.au</a>   |
| <b><u>CLOSING DATE:</u></b>    | <b>Friday 7 August 2020</b><br>Mossman Administration Building<br>64-66 Front Street<br>MOSSMAN QLD 4873  |

**Position Applied for:** Pool Attendant - (Part-time) Fixed Term 12 Months  
**Position number:** 617, 618, 619, 620

|   |  |
|---|--|
| Mr <input type="checkbox"/><br>Mrs <input type="checkbox"/><br>Ms <input type="checkbox"/><br>Miss <input type="checkbox"/> | Date: _____<br>Given Names: _____<br>Family Name: _____<br>Preferred Name: _____ |
|---|--|

|  |  |
|--|--|
| <b>Postal Address:</b><br>_____<br>_____<br><b>Home Address:</b><br>_____<br>_____ | <b>Telephone Numbers:</b><br><b>Home:</b> _____<br><b>Work:</b> _____<br><b>Preferred Contact Number:</b><br>_____<br><b>Email:</b><br>_____ |
|--|--|

|   |  |              |
|---|--|--------------|
| Have you previously worked for Douglas Shire Council? | <input type="checkbox"/> No <input type="checkbox"/> Yes | Dates: _____ |
| Are you a current employee of Douglas Shire Council?  | <input type="checkbox"/> No <input type="checkbox"/> Yes | Dates: _____ |

|  |  |                             |
|--|--|-----------------------------|
| <i>Current Employees must complete:</i>                                | Employee No: _____                                       | Classification Level: _____ |
| Position Title: _____  |  |                             |
| Department: _____  | Supervisor: _____  |                             |
| Are you currently being represented by an external recruitment agency? | <input type="checkbox"/> No <input type="checkbox"/> 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)**

Port Douglas & Mossman Gazette   
  Douglas Shire Council   
  Other Newspapers: .....

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 applied for: Pool Attendant - (Part-time) Fixed Term 12 Months**

**Position number : 617, 618, 619, 620**

Do you hold a current RLSS Pool Lifeguard Certificate? Yes  No  Expiry date: \_\_\_\_\_

Do you hold a current AUSTSWIM Teacher of Swimming and Water Safety (TSW) Certificate? Yes  No

Expiry date: \_\_\_\_\_

Do you hold a current Pool Plant Operator Certificate? Yes  No  Expiry date: \_\_\_\_\_

Comments: \_\_\_\_\_

Do you hold a current First Aid Certificate? Yes  No  Expiry date: \_\_\_\_\_

Do you hold a current CPR Certificate? Yes  No  Expiry date: \_\_\_\_\_

Comments: \_\_\_\_\_

Do you possess a "Blue Card"? (Working with Children Check) Yes  No

If no, are you eligible to obtain a "Blue Card"? Yes  No

If yes, please provide expiry date: \_\_\_\_\_

Comments: \_\_\_\_\_

Do you hold a current valid driver's licence? Yes  No

Class of Licence held: \_\_\_\_\_

Expiry: \_\_\_\_\_

**What do you consider the most important functions of a Pool Attendant?**

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

**What supervisory experience do you possess?**

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

**What other qualifications, skills or experience do you possess?**

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

**What experience do you have setting up for various sporting activities?**

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**What experience do you have in reconciling takings daily using point of sale systems?**

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**Please outline any experience you may have in the following areas:**

**1. Pool Supervision**

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**2. Water Safety and emergency procedures relevant to an aquatic environment**

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**3. Water testing and treatment**

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**4. Safe handling and storage of pool chemicals**

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**5. Disinfection and filtration equipment**

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**Applicant Declaration**

**I certify that the information contained in this Position Application form and any other written information submitted as part of my application is true and complete.**

**I understand that I will be required to present original licences and qualifications including eligibility to obtain a "Blue Card" (working with children check) prior to commencement with Douglas Shire Council.**

**Applicants Signature: ..... Date: .....**

Position No: 617, 618, 619, 620  
Last Updated: July 2020

|   |   |
|---|---|
| <b><u>POSITION:</u></b>                                       | Pool Attendant - (Temporary Part-time)  |
| <b><u>DEPARTMENT:</u></b>                                     | People and Community Services   |
| <b><u>UNIT:</u></b>   | Community and Economic Development  |
| <b><u>ORGANISATIONAL RELATIONSHIP:</u></b>                    | Reports to: Administration Officer (Pool Administrator) and Sport and Recreation Officer.<br>Supervises: No direct reports.   |
| <b><u>AWARD CLASSIFICATION:</u></b>                           | LGH 3 / LGH 4<br>Level of appointment will be based on qualifications and experience.   |
| <b><u>CONDITIONS OF EMPLOYMENT:</u></b>                       | Queensland Local Government Industry (Stream B) Award – State 2017<br>Commitment to Council's policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct.   |
| <b><u>HOURS OF DUTY:</u></b>                                  | Hours will be a minimum of 16 hours per week and a maximum of 38 hours per week and will/can vary dependent on operational requirements of Council's Swimming Pool and Caravan Park.  |
| <b><u>DELEGATIONS:</u></b>                                    | Delegations as per the Delegations Register.  |
| <b><u>WORKPLACE HEALTH &amp; SAFETY RESPONSIBILITIES:</u></b> | The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Management System, Safe Work Method Statements, Policies and Procedures and shall comply with instructions given by his or her Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.   |
| <b><u>PRIMARY OBJECTIVES OF THE POSITION:</u></b>             | <ul style="list-style-type: none"><li>• To ensure all patrons are safe and consistently provide surveillance of all facilities.</li><li>• Maintain pool safety at all times and work within a safe and environmentally sensitive manner.</li><li>• To ensure the safety of patrons at Council's aquatic facility by preventing and responding to emergencies.</li><li>• To provide learn to swim classes and other aquatic classes for the community.</li></ul>                               |
| <b><u>KEY DUTIES AND RESPONSIBILITIES:</u></b>                | Duties and responsibilities include but are not limited to: <ul style="list-style-type: none"><li>• Maintain constant surveillance of patrons in the facility; act proactively and appropriately to secure safety of patrons in the event of emergency.</li><li>• Provide emergency care and treatment as required until the arrival of emergency medical services.</li><li>• Present a professional appearance and attitude at all times, and maintain a high standard of customer</li></ul> |



service.

- To ensure the efficient operation of the kiosk if required including operation of point of sale computer system, cash handling, end of day balances and general kiosk operations.
- Perform maintenance duties and undertake cleaning of facilities to ensure a clean environment in and around the pool and a safe facility.
- Undertake pool testing and chemical adjustment as required, including pool plant operations as required.
- Prepare and maintain appropriate activity reports within established guidelines.
- Undertake the opening and closure of the facility each day, dependent on hours of operations and ensure the facility is secure at all times.
- Monitor pool-related activities closely throughout shift and identify and report any safety issues.
- Provide excellent customer service and actively work to solve patron problems.
- To notify the Pool Administrator or senior staff of any misconduct or suspicious behaviour.
- Conduct learn to swim classes, aqua classes or similar instruction classes for people of all ages and abilities.
- Other duties as directed by the assigned supervisor.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

**SELECTION CRITERIA:****Essential:****Qualifications**

- Current First Aid Certificate (HLTAID003).
- Current CPR Certificate (HLTAID001).
- Current RLSS Pool Lifeguard Certificate.
- Possession of a Working with Children Check (blue card check).
- Pool Plant Operator Certificate.
- AUSTSWIM Teacher of Swimming and Water Safety (TSW) or ability to acquire.

**Knowledge, Skills & Abilities**

- Ability to react calmly and effectively in an emergency situation, as and when incidents occur.
- Skilled in the application of lifeguarding surveillance and rescue techniques.
- Ability to prepare routine administrative paperwork.
- Knowledge of CPR and emergency procedures.
- Ability to follow routine verbal and written

instructions including standards and procedures.

- Strong customer service focus and cash reconciliation skills.

### People Oriented Skills & Attributes

- Strong verbal communication skills and interpersonal skills.
- Ability to relate in a courteous and diplomatic manner, particularly in dispute situations.

### **Desirable:**

### People Oriented Skills & Attributes

- Prior experience working as a lifeguard or in Surf Lifesaving Club will be well regarded.

### **PERFORMANCE INDICATORS:**

It is expected the incumbent will:

- Ensure attention to detail and accuracy of tasks performed including the maintenance of activity records and weekly reporting.
- Maintain all compliance requirements and high attention to detail in the proactive application and commitment to Workplace Health and Safety, environmental legislation and statutory regulations.
- Communicate in a professional and polite manner in the delivery of a high level of customer service experience.
- Operate efficiently, effectively and ethically within the team environment and contribute to team performance.
- Act in the best interest of Council at all times, to display Council's Core Values and Code of Conduct.