

# AQUATICS AND RECREATION OFFICER

## POSITION DESCRIPTION



### Position Summary

The Aquatics and Recreation Officer will ensure the efficient, effective and safe day to day operation of Council's aquatic facilities whilst maintaining adherence to required guidelines and regulations. The role will also support the Coordinator in monitoring Council's strategic direction for sport and recreation ensuring projects and programs are planned, align with the Sport and Recreation Strategy and Aquatic Strategy, and meet the needs of the community. Working directly with the community, the Aquatics and Recreation Officer will develop and implement programs and build capacity to support the recreation needs and aspirations of the community into the future.

### Position Details

<b>Title:</b>	Aquatics and Recreation Officer		
<b>Classification:</b>	Band 5	<b>Position Number:</b>	319
<b>Category and status:</b>	Permanent full time		
<b>Reports to:</b>	Coordinator Community Partnerships		
<b>Supervises:</b>	Outdoor Pools Team Leader, Pool Lifeguards, Pool Supervisor – Kerang Exercise Pool, Swim Instructors		
<b>External relationships:</b>	Community members and organisations, sport and recreation clubs, associations and organisations, other councils and government departments, event coordinators, visitors to events, pools, schools, private recreation providers		
<b>Date PD approved:</b>	March 2025		

### Position Key Responsibilities

Aquatics	<ul style="list-style-type: none"> <li>Plan service delivery for Council's outdoor pools at Kerang and Cohuna and indoor Kerang Exercise Pool to ensure facility operations are compliant to Guidelines for Safe Pool Operations, Occupational Health and Safety, and Health Regulations.</li> <li>Effectively liaise with Council's Operations Team regarding operational maintenance requirements for the swimming pool facilities.</li> <li>Facilitate increased visitation, usage and enjoyment of the Council's swimming pools.</li> <li>Oversee effective daily operations of the Council's swimming pools including monitoring of budgets and reporting.</li> <li>Provide direction and support to Pool Supervisor - Kerang Exercise Pool, Outdoor Pools Team Leader and Pool Lifeguards.</li> <li>Develop marketing strategies and promotional material.</li> <li>Develop and review security of assets and facilities including oversee banking and security of cash takings.</li> <li>Implement actions outlined in Council's Aquatic Strategy.</li> <li>Develop ideas to continually improve the use and engagement with the pools by the community.</li> <li>Coordinate pool bookings.</li> <li>Work in partnership to deliver events based around the swimming pools.</li> </ul>
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Recreation	<ul style="list-style-type: none"> <li>• Implement and monitor Council's strategic objectives from Council's Sport and Recreation Strategy.</li> <li>• Support the Coordinator Community Partnerships in the development of funding submissions for sport and recreation projects.</li> <li>• Assist in the management and acquittal of funding agreements with state and federal government bodies</li> <li>• Effectively liaise with community groups and other relevant stakeholders to effectively plan and scope projects, including the effective coordination of resources</li> <li>• Assist with the development of community sport and recreation projects and capital works projects relating to Council owned recreation facilities</li> <li>• Support the development of departmental projects, including planning, compiling tender documentation and overseeing contracts</li> <li>• Develop and implement programs that support community health and wellbeing</li> <li>• Support and facilitate capacity building within communities and private recreation providers to meet the recreation needs and aspirations of the community</li> </ul>
Community Engagement	<ul style="list-style-type: none"> <li>• Develop partnerships and foster new relationships to support planning and development of sport and recreation opportunities across the Shire.</li> <li>• Provide advice to community/recreation sporting groups on Council, State and Federal Government recreation initiatives and funding opportunities.</li> <li>• Represent Council at external meetings and forums as required.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Provide general administration and correspondence to support sport and recreation programs and projects.</li> <li>• Conduct surveys, analyse and report on survey results.</li> <li>• Conduct research and benchmarking activities.</li> </ul>
Council systems	<ul style="list-style-type: none"> <li>• Record information in Council's record management system (AltusECM)</li> <li>• Process purchases/invoices using Council's purchasing system</li> </ul>

#### Position Organisational Responsibilities

Leadership	Position will be required to provide leadership and direction to the Pool Supervisor - Kerang Exercise Pool and Outdoor Pools Team Leader and more broadly to staff and the community on sport and recreation related matters.
Strategy and policy	Position will be required to develop sport and recreation policy and procedure consistent with the Sport and Recreation Strategy and Aquatic Strategy.  Position is required to input into the annual local government performance reporting framework process.
Budget	Position will monitor budgets and provide input into the development of the annual budget.
Internal meetings	Position will be required to participate in regular team meetings and to coordinate meetings relating to aquatics, sport and recreation as necessary
External collaboration	Position will be required to represent Council in a range of forums such as industry networks, government/agency workshops etc
Risk management	Position is responsible for identifying and minimising risk to Council and for ensuring that all OHS obligations are met
Corporate records	Position is responsible for the accurate and timely storage of Council records, relevant to the position, in Council's record management system.
Legislative framework	Position must comply with Guidelines for Safe Pool Operations as best practice for the management of the Kerang Exercise Pool and outdoor seasonal swimming pools.
Customer Service	Position is accountable for adherence to the Customer Service Charter.
Council values	Position will demonstrate and encourage behaviour in line with Council values.


Behaviour	Will demonstrate behaviour of the highest of integrity; behaviour that is free from bullying, harassment and discrimination and that abides by the Code of Conduct.
Emergency management	Position may be required to take a role in municipal emergencies as detailed in Council's Municipal Emergency Management Plan.

### Position accountability, judgement, skills and qualifications

Accountability and extent of authority	The position is responsible for the timely and relevant access to Council's Kerang Exercise Pool and outdoor seasonal pools; for the accuracy and timeliness of own work and for the provision of professional and courteous customer service (whether internal or external). Position has authority to represent Council on sport and recreation matters under the guidance of the Coordinator Community Partnerships. The position can make recommendations on sport and recreation projects and process improvements. The position has authority to manage the daily operation of Council's Kerang Exercise Pool and outdoor seasonal pools within the bounds of agreed contracts and budgets.
Judgement and decision making	The objectives of the work are well defined but the particular method, process or equipment to be used may need to be selected from a range of available alternatives. Sound judgement in relation to event/project risks is required. Day to day decisions may be made within the bounds of the approved contracts and budget. Guidance and advice will usually be available from the Coordinator or Manager.
Specialist skills/knowledge	Position requires proficiency with the Microsoft Office applications, particularly Outlook, Word and Excel; a good understanding of Council systems including Altus ECM. Good organisational and time management skills are essential. Knowledge of the sport and recreation industry is required.
Management skills	Position must be able to manage time, prioritise, organise and plan events/projects and own work and the work of others
Interpersonal skills	Must have good verbal communication skills and the ability to gain co-operation and assistance from members of the community, other employees and the sport and recreation community. Position requires the ability to prepare routine correspondence and reports and to develop procedures if required.
Qualifications/experience	A post-secondary qualification in sport and recreation is desirable. Previous experience working in a aquatics, sports and/or recreational position is required and prior administration experience essential.

### Selection Criteria

Qualifications	A post-secondary qualification in sport and recreation is desirable. Current Drivers licence and Working With Children Check
Experience	Previous experience working in a sport and recreation position would be an advantage. Experience in a corporate or government environment would be an advantage.
Skills	Demonstrable knowledge and high level skills in a range of software packages particularly the Microsoft Office suit. Demonstrated understanding of grant applications, funding agreements would be an advantage.
Communication	Well-developed interpersonal, written and oral communication and negotiation skills to develop effective networks within local communities and relevant stakeholders are required.
Events and Programming	Prior experience coordinating events and programs would be an advantage.
Motivation and initiative	Must have the ability to work independently, without supervision, and to maintain expected work output at all times. Must be able to demonstrate initiative especially in reviewing and implementing improved or new processes.
Organisational skills	Must have the ability to work unsupervised and be well organised and to juggle varying demands whilst ensuring that deadlines are met. Demonstrated ability to supervise others and support and maintain work output of others required.

<b>Acceptance of Position Description</b>		
<b>Approved:</b> Paul Fernee Director Community Wellbeing	<b>Signature:</b> 	<b>Date:</b> 25 March 2025
I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.		
<b>Approved:</b>	<b>Signature:</b>	<b>Date:</b>

**Position Description:** Aquatics and Recreation Officer  
**Altus ECM reference:** INT24/69CAB717  
**Position Description developed:**  
**Position Description reviewed:** March 2025