Clutha District Council

Vacancy Information

Job Title	**MILTON SWIMMING POOL VACANCIES – LIFEGUARDS OR SWIMMING POOL ASSISTANTS AND SWIM TEACHERS** Are you a competent swimmer or do you hold a recognized lifeguard qualification? Are you committed to providing excellent customer service to your community? If so, we would love to hear from you. We need lifeguards to join our Milton swimming pool team for the 2019/20 season. There are several part time positions with a variety of hours available. If you do not hold a lifeguard qualification, we will provide on-the-job training and you'll be designated as a Swimming Pool Assistant until you're qualified. In-house lifeguard training for successful applicants will take place before the pool opens, including comprehensive first aid for anyone who doesn't have it. Attendance and course costs are paid by the Clutha District Council.
M-Files ID	237680
For confidential enquiries	Please contact Valerie Bell on 03 419 0236 or Valerie.bell@cluthadc.govt.nz
Vacancy closes	8.30am, Friday 27 September 2019
Included in this information pack	Job Description Clutha District Council Application for Employment Form
To apply	**Please complete our application for employment form and return to us, preferably by email, accompanied by your CV and covering letter. An incomplete application is not likely to lead to success.**
Send applications to	Email vacancy@cluthadc.govt.nz Emailed applications must be in either Microsoft Word format or PDF. Or post to Milton Swimming Pool Vacancy Clutha District Council P O Box 25 **Balclutha 9240**
Website	You may wish to visit our website www.cluthadc.govt.nz/vacanies for information about the Clutha District and this council.
Vacancy Process	• All applicants must be legally entitled to work in New Zealand. • All applications will be acknowledged to the email address provided in your application (preferred method) or posted if email not included. • Your application will be treated confidentially. Only staff that are involved in the recruitment process will view the information you provide in your application. • After the closing date, relevant staff will shortlist the applicants for the interview process. • Those applicants selected for interview will be contacted by us to arrange a date/time. • If you are selected for an interview, be prepared to sign a police vetting form authorizing the Clutha District Council to seek a police report on you. • We will notify unsuccessful applicants at an appropriate stage of the recruitment process. We are not obliged to provide a reason why you were not successful with your application.

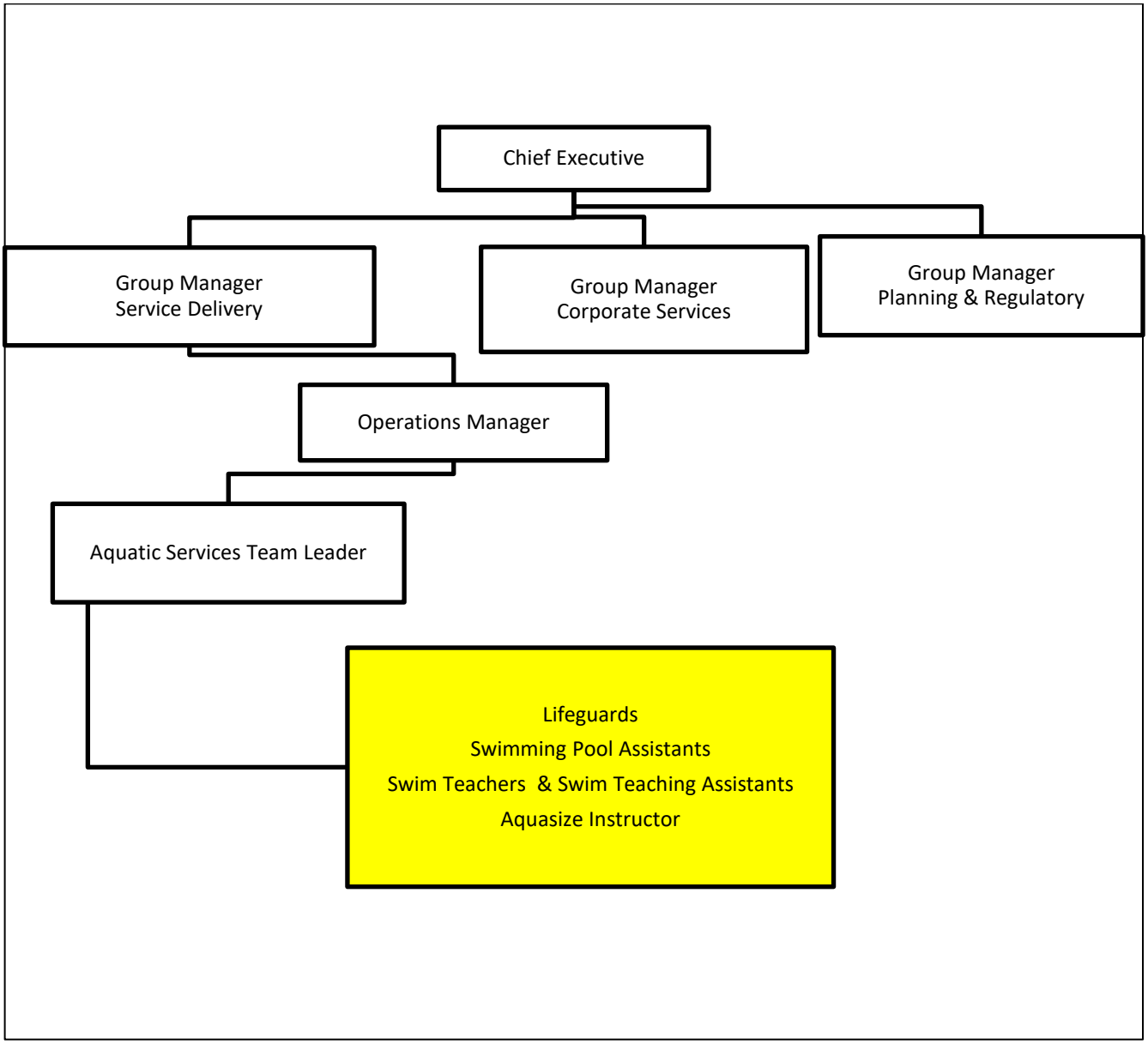
Skills/Tasks to be demonstrated
PART ONE: The trainee has demonstrated their ability to: Swim 200 metres in under 6 minutes, under the following conditions: - Togs or any choice of clothing is acceptable, and goggles may be worn - Any entry is acceptable - Any stroke, or a mixture of strokes, can be used - Swimming or flotation devices must not be used - Can be carried out in a pool in any size; there will be no compensation for pool length.
PART TWO: The trainee must wear t-shirt and shorts or pool lifeguard uniform during this test. They may rest between each activity. The trainee has demonstrated their ability to: - Swim 50 metres breaststroke - Swim 25 metres sidestroke - Tread water for 5 minutes - Retrieve an object from the bottom of the deepest part of the pool (minimum depth of 1.2metres, or the deepest part of the pool at your facility, whichever is deepest.

Clutha District Council

Job Description

Job Title	**Lifeguard or Swimming Pool Assistant (entry level)**
Date	September 2019
M-files Reference	237679
Group/Department	Service Delivery
Team	Swimming Pools
Location	Based at Milton Swimming Pool, Milton with possible work at the Balclutha Centennial Pool, Balclutha as required.
Minimum Age	Lifeguards and Swimming Pool Assistants are required to be 16 years of age or older.
Employment Type	Fixed Term, Part Time during the Milton Swimming Pool's open season (generally approximately November to April, subject to annual amendment and confirmation). During this period, additional casual, relief work at the Balclutha Centennial Pool, as and when required.
Hours of Work	Daily starting and finishing times for shifts will be as scheduled by the rosters prepared by the Aquatic Services Team Leader, in accordance with the staffing needs for the pool's operating hours. Shifts may be subject to change upon consultation between the involved parties. Matters which may introduce changes to the roster include, but are not limited to, changes to the pool's operations or other staff on training or leave etc. **Milton Centennial Pool** **1. (Main Lifeguards - 4 positions)** An average of 30 hours per week, generally consisting of: ➢ Weekday shifts which includes 2-3 early mornings, and 2-3 evenings between the hours of 5:45am to 8:15pm. This may include spilt shifts. ➢ Weekend shifts Saturday (12.45 pm to 4.45 pm) and Sunday (10.15pm to 4.45pm), one weekend in four. **2. (Part Time Lifeguards - 2 positions)** An average of 8 hours per week, generally consisting of: ➢ Weekday shifts which includes 2-3 (1.25 hours) to cover afternoon/evening meal breaks. ➢ Weekend shifts Saturday (12.45 pm to 4.45 pm) and Sunday (10.15pm to 4.45pm), every second weekend. **Balclutha Centennial Pool –** Casual, Relief as and when required.
Responsible to	Aquatic Services Team Leader
Responsible for	No staff report to this position
Vulnerable Children's Act 2014	Under the Vulnerable Children's Act 2014, paid people who work with children and are identified as Core Workers, are required to be safety checked, and to have these checks updated every three years. This position is designated as a Core Worker.
Job Summary and Purpose	1. To be responsible for the safe and professional operation of the Milton and Balclutha pools in accordance with the pool's operational procedures. 2. Be part of the Service Delivery team providing customer focused services in accordance with the Long Term Plan, Council Policy and Activity Management Plans.

Organisational Context



Key Result Area

- **The safe and professional operation of swimming pools**

Job Holder Is Accountable For	Performance Standard
KEY RESULT AREA ***The safe and professional operation of swimming pools*: *Undertake a range of duties including pool supervision, reception duties, assisting with swimming lessons and aquasize classes, cleaning and daily water treatment tests, all in accordance with the pool's operating procedures.***	**Measures**
General	
• To offer friendly, courteous, people orientated service in an efficient manner.	• Customers are satisfied with the manner of service received.
• Promote the services and activities of the Balclutha and Milton pools at every opportunity.	• The swimming pools have a high profile within the community and their role is clearly defined.
• Supervise pool sessions and other activities in accordance with the centre's Normal Operating Procedures (NOP's) and Emergency Action Plans (EAP's).	• In accordance with the NOP's
• Arrive and be ready to start work on time.	• In accordance with the NOP's
• Wear the correct uniform.	• Professionally presented at all times
• Carry out opening and closing procedures.	• In accordance with the NOP's
• Responsible for the cleaning of the centre; i.e. toilets, changing areas, staff room, poolside and public areas both internal and external.	• The centre is cleaned to an agreed standard.
• Water test every three hours during operational hours. • Ensure the waters chemical balance is maintained.	• In accordance with Unit Standard 5826:2010 – operate and manage public water quality.
• Reconcile daily takings.	• Daily returns are accurate.
• Collect pool usage and quality statistics.	• Statistics are accurate and available within agreed timeframes and delivered as appropriate.
• Assist with all services that the pool offers.	• Swimming lessons, school swimming programmes, Aquasize classes and other activities as programmed.
• Contribute to team functioning.	• All meetings/training sessions relevant to the position are attended. • Assist when requested to help new staff learn NOP's and EAP's. • Ensure ongoing Lifeguard training needs are met.

Note that the above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

Work Complexity

Most challenging duties typically undertaken or most complex problems solved:
• Day to day technical operation of the swimming pools including presentation of the facilities to a safe and clean standard.
• During a rescue or medical event, needs to remain calm and follow EAP's.
• Contributing to the public interface of the pools with customers and service suppliers in keeping with appropriate customer service.

Financial Responsibilities

The job holder does not control a budget.

Any delegated authorities are in accordance with the Clutha District Council Delegations Manual, which may be amended from time to time by the Clutha District Council.

Person Specification

Technical/Professional Qualifications/Experience	
Essential	**Desirable**
• Practical Aquatic Skills.	• Have plant room knowledge and skills.
• Attain (if not already held) and maintain Pool Lifeguard Practicing Certificate.	• Have at least six months experience as a qualified lifeguard.
• Attain (if not already held) and maintain First Aid Work Certificate.	
• Train towards other aquatic qualifications as required.	
• Attend training as and when required.	

Knowledge/Skills and Attributes	
Essential	**Desirable**
• Friendly manner and ability to communicate with the public.	
• Strong customer service.	
• Relate well to people of all ages, backgrounds and ethnicities.	
• Ability to work independently and be part of a team.	

Lifeguards must have and maintain their 'At Work First Aid Certificate' or equivalent and their Pool Practicing Lifeguard Certificate.

New staff who do not hold these qualifications may be engaged for an initial period in an entry level position as a Swimming Pool Assistant. During this time the Clutha District Council will provide the following training:

- First Aid course
- Pool Lifeguard Skills Award and Pool Lifeguard Practicing Certificate

These must be attained at first opportunity after starting employment. The optimum target is within the first 30 days of employment. If the staff member fails this training, there will be one individual training/retest opportunity. If they fail again, their employment is terminated.

Continued employment is conditional on obtaining and maintaining a current First Aid Certificate and the Pool Lifeguard Practicing Certificate.

Key Relationships

External	Purpose of contact with this person/s
• Stakeholders/customers	• A wide variety range of operational and customer service interactions
• Service Providers	
• Community groups and organisations	
Internal	
• Council members	
• Chief Executive	
• Service Delivery Group	
• All managers and staff	

Our Place Our Values

- It's a place where people smile, where I can take my concerns and they really seem to listen, they speak my language and they make it simple for me. I feel they care about me.
- It's a place where they know their jobs, they help me understand, they help me through the steps, they help me achieve what I want.
- It's a place where they say "how can I help"? Where if they do say no I feel they have listened to me and their reasons make sense.
- It's a place where I know when I make a service request something is done and when they say they will do something, they do it.
- It's a place where it is easy to do my business, they action matters quickly, I can get hold of them, I trust them and respect them.
- It's a place where improvements are constantly made, mistakes trigger learnings and innovation occurs. They have the "bread and butter" right but they are always looking ahead.
- It's a place where staff enjoy their jobs, are challenged and have development opportunities. It's a fun place to work, a safe place to work, and the staff respect each other.
- It's a place that lives and breathes "public service". They are proud of working for Council and they are excellent at what they do.

Health and Safety

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practicing safe work methods, identifying work place hazards and using appropriate safety equipment.
- Managers are responsible for implementing and promoting the management responsibilities as described in any Clutha District Council Health and Safety plans, policies and processes.

Council Information

- All employees must actively demonstrate commitment to the various management systems and processes that are adopted and used by the Clutha District Council, for example the Electronic Document Records Management System (EDRMS), accounting systems etc.

Emergency Response

Under the Civil Defence Act 2002, all territorial local authorities (TLA's) are required to have trained staff ready to respond to civil defence emergencies at a local level. You may be assigned a specific civil defence role or generally be co-opted to assist during a civil defence emergency event. You may be required to:

- Undergo training for a civil defence role
- Take part in exercises as required
- Work within and/or outside of normal hours (at time of an event)
- Work in another TLA if required (at time of an event).

Application for employment

Clutha District Council

CONFIDENTIAL

PRIVACY ACT PROVISIONS:

The information you provide on this application for employment will be collected and held by the Clutha District Council. This is collected for the purpose of assessing your suitability for employment by the Clutha District Council, which may include subsequent changes in employment within the Council, and to meet Council's information requirements as a potential employer.

You have a right of access to personal information held by the Council and may seek correction of such information to ensure accuracy.

NOTE: All questions must be answered; either in the space provided in the following form, or in your accompanying curriculum vitae. A covering letter is a useful addition to your application.

Please do not bind your CV or use a bulky presentation folder. A simple paper clip or staple is acceptable. CV's will not be returned, so please do not include original documents.

1. Position Applied for:

2. How did you become aware of the vacancy?

3. Personal Information

Family name:

First names: Preferred name:

If you are known by other names, please record them here:

Title if desired (optional):

Residential address:

Mailing address:

Post Code:

Mobile phone:

Work Phone: After hours phone:

Email:

4. If your application is accepted, when could you commence employment?

5. Health and General Information

Do you suffer from an illness/disability which would be aggravated or made worse by performing the job you have applied for? Yes ☐ No ☐

Are you on medication which would affect your performance in the job you have applied for? Yes ☐ No ☐

Have you had an injury or medical condition caused by gradual process, disease or infection - e.g. hearing loss, sensitivity to chemicals, repetitive strain injury, which the tasks of this job may aggravate/contribute to? Yes ☐ No ☐

If so, please give details on all the above:

Do you smoke? Yes ☐ No ☐

Do you have a current drivers licence? Yes ☐ No ☐

If yes, what class?

Are you awaiting hearing of any charges for driving offences? Yes ☐ No ☐

Have you ever been convicted of a criminal offence? Yes ☐ No ☐

(This does not include convictions that are subject to the clean slate scheme of the Criminal Records (Clean Slate Act 2004). Applicants may be asked to sign a police vetting form authorizing the Clutha District Council to seek a police report on them.

If yes, please give brief details:

Do you intend to engage in other paid work whilst employed in this position? Yes ☐ No ☐

If yes, please give brief details:

Are you prepared to abide by Health and Safety regulations? Yes ☐ No ☐

Do you hold a current "At Work" First Aid Certificate? Yes ☐ No ☐

Do you have any commitments which may prevent you from attending your place of employment during ordinary hours of work or affect your ability for out-of-hours work? Yes ☐ No ☐

If yes, please give brief details:

Have you previously been employed by Clutha District Council? Yes ☐ No ☐

If yes, please give date of last year employed and name employed under:

6. Are you legally entitled to work in New Zealand? Yes ☐ No ☐

If yes, please confirm your status:

I am a New Zealand Citizen ☐ I am a permanent resident of NZ ☐ NZ work or other visa ☐

If your application for employment is successful and your legal ability to work in New Zealand is governed by residency or a work or other visa, you shall be required to provide evidence before any employment can commence.

Do you consent for us to check your legal work status through Visa View, NZ Immigration's online checking tool. **Please provide your passport nationality and number for this check.** Yes ☐ No ☐

Passport Nationality and Number: NZ Visa Number:

7. Referees

Do you agree to enquiries being made as to other matters relating to your suitability for employment, and the accuracy of information, contained in this application form?

	Y	N	Comments
Most recent employer	☐	☐	
Past employer	☐	☐	
Other persons	☐	☐	

Please give details of referees who you authorise us to contact. Two work related and one personal

Name:		Occupation/position:	
Address:		Phone:	
Name:		Occupation/position:	
Address:		Phone:	
Name:		Occupation/position:	
Address:		Phone:	

8. Attach curriculum vitae

Please return this application form accompanied by your curriculum vitae containing the following information:

Education/Qualifications:

- Name of educational institutions attended (secondary and tertiary level only), qualifications or standard of achievement and year gained
- Details of relevant post qualification training
- Other qualifications or certificates you consider relevant, showing dates gained
- Membership of relevant professional associations and offices held

Employment history

- Details of most recently held position, including employer's name, address, position held, length of time in that position, number of staff responsible for, position reported to and key tasks
- Details of other employment, starting with the most recent position, including employer's name and address, position held and nature of work, time in that position and reason for leaving

Work experience relevant to position

- Include job experience you consider would support your application for this position

Spare time interests and experience

- Include details of general recreational and community activities you are involved in.

9. Declaration

I, _____ *(print full name)* declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.

Signature:		**Date:**	