

<b>POSITION:</b>	<b>Team Leader Winchelsea Pool (Seasonal Part Time)</b>
<b>Award:</b>	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
<b>Award Classification:</b>	Band 5
<b>Division:</b>	Community Life
<b>Department:</b>	Community Recreation
<b>Date Reviewed:</b>	September 2025
<b>Approved By:</b>	Manager Community Strengthening
<b>Current Incumbent:</b>	Vacant

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

## **Our purpose, direction and approach were developed collaboratively by our people for our people.**

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

### **Purpose, Direction and Approach**

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

#### ***We Do What We Say***

We set clear expectations  
We are accountable for our actions  
We get things done

#### ***We See Opportunity***

We look for better ways  
We are open minded  
We learn from our experiences

#### ***We Work Together***

We value strengths and differences  
We seek to work with others  
We help people to succeed

#### ***We Make a Difference***

We proudly represent Surf Coast Shire Council  
We act with the future in mind  
We go the extra mile

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#### **OUR APPROACH**

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[surfcoast.vic.gov.au](https://surfcoast.vic.gov.au)

## Position description

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**Introduction of the work of the team** - The Community Recreation Team strives to support and facilitate the community to enjoy the many and varied recreational facilities the Surf Coast Shire has to offer in a fair and equitable manner.

### POSITION OBJECTIVES

- Provide cost effective, quality and safe services, activities and operations of the Winchelsea Pool.
- Provide leadership, support and training to Winchelsea Pool staff.
- Maximise patronage, extent and diversity of use of the Winchelsea Pool.

### ORGANISATIONAL RELATIONSHIPS

Reports to: Senior Team Leader Facilities and Recreation

Supervises: Senior Life Guards and Life Guards

Internal Relationships: All employees and Councillors

External Relationships: VicSwim, Suppliers, Contractors

### KEY RESPONSIBILITIES

- Manage the delivery of the pre-season start up and post-season close down of the facility.
- Monitor the maintenance of pool hygiene and water quality in accordance with current Health Regulations and plant room instruction.
- Oversee all operations to ensure public and staff safety.
- Ensure adequate supplies of chemicals and stock are delivered, stored, maintained financed.
- Provide supervision, guidance, support and training to staff to maximise the performance of their duties.
- Oversee presentation of the facility including all buildings and garden surroundings to ensure clean, tidy, and free from litter and aesthetically pleasing including reporting issues to the relevant Council units for buildings and grounds maintenance.
- Develop strong and positive relationships with customers and respond to general enquiries from the public regarding use of the facility.
- Maintain records and statistics related to the operation and usage of the centre including financial and banking.
- Prepare rosters to support activities and attendance, including consideration of weather conditions.
- This role will require work outside regular office hours including weekday evenings and weekends to support community expectations for the pool

### ACCOUNTABILITY & EXTENT OF AUTHORITY

- Responsible for the operation and supervision of the Winchelsea Swimming Pool, including daily staff supervision.
- Assist with the development, marketing and promotion of centre activities and programs.
- Responsible for the purchase, delivery and requisitioning of all kiosk and pool maintenance supplies
- Responsible for the accurate maintenance of money exchange and banking
- Responsible for the accurate attendance and membership database management

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### OUR APPROACH

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## **JUDGEMENT AND DECISION MAKING**

- Understand and apply regulation, policies, guidelines and local laws relating to the operation of the centre.
- Make judgements on safety hazards and emergencies when responsible for facility and consult with supervisor where further action or involvement of others is required.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Demonstrated experience working in a supervisory role at an aquatic facility.
- Demonstrated ability to monitor and maintain the operation of swimming pool plant and equipment.
- Sound knowledge of water chemistry and current legislation, regulations and recommended practices relating to the operation of aquatic facilities.
- Well-developed organisational and time management abilities in order to achieve the goals of the facility.
- Well-developed communication skills including sound conflict resolution skills.

## **MANAGEMENT SKILLS**

- Supervision of other employees and knowledge of personnel practices and policies.
- Ability to plan work and rosters in advance.

## **INTERPERSONAL SKILLS**

- Sound oral and written communication skills.
- Ability to liaise with both internal and external clients.
- Ability to focus on customer service goals.

## **KEY SELECTION CRITERIA**

### **Qualifications and Experience**

- Pool lifeguard certification.
- HLTAID011 first aid qualification.
- Oxygen equipment award.
- Demonstrated ability to monitor and maintain the operation of swimming pool plant and equipment.
- Demonstrated ability to understand and apply regulations, policies, guidelines and local laws relating to the safe overall operation of an aquatic facility.
- Sound knowledge of water chemistry and current legislation, regulations and recommended practices relating to the operation of aquatic facilities and pool plant systems.
- Demonstrated ability to make judgements on safety hazards and emergencies when responsible for the centre and consult with supervisor where further action or involvement of others is required.
- Demonstrated experience in effectively supervising and providing leadership to a team.
- Ability to work cohesively with a team.
- Effective organisational time management abilities in order to achieve the goals of the facility.
- Experience operating within a budget and reconciling purchases, payroll and deliveries

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**Position description**

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**Other requirements**

- You have the Right to live and work in Australia.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

**ORGANISATIONAL RESPONSIBILITIES**

<b>Child Safe Standards</b>	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Staff are expected to have and maintain a commitment to child safety, equity, inclusion and cultural safety.
<b>Equal Opportunity</b>	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
<b>Fraud and Corruption</b>	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
<b>Record Keeping</b>	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
<b>Right to disconnect</b>	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
<b>Risk Management and Workplace Health &amp; Safety</b>	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.