

SWIMMING CENTRE ASSISTANT MANAGER POSITION DESCRIPTION

Department:	Community Development
Unit:	Arts, Culture & Community Connections
Section:	Swimming Centres
Reports To:	Swimming Centre Manager The Position is also expected to work in collaboration with other staff across the organisation.
Direct Reports:	Pool Supervisors, Swimming Instructors and Lifeguards as required.
Classification:	South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement General Officer, Level 3
Special Conditions:	To ensure adequate management and lifeguard coverage of the Council's Norwood Swimming Centre during the Swimming Season this position: <ul style="list-style-type: none"> • will be required to work flexible hours over a seven (7) day roster (including Public Holidays) • will be rostered to work outside the ordinary span of hours (including early starts/late finishes) • may be required to work in excess of thirty-eight (38) hours per week (and may be rostered to work up to an average of 96 hours per fortnight, if required)

Seasonal Fixed-term Contract – September 2025 to May 2026

PURPOSE

The City of Norwood Payneham & St Peters owns two swimming facilities, the Norwood Swimming Centre and the Payneham Memorial Swimming Centre.

The Payneham Memorial Swimming Centre is currently closed whilst it is undergoing re-development. It is expected to open in the middle of 2026 and operate all year.

The Norwood Swimming Centre is an outdoor facility which operates seasonally (typically twenty-six weeks) and serves as a cherished community asset. The Centre supports a range of community outcomes including recreation, health and fitness, learn to swim, events and club-based activities.

The Swimming Centre Assistant Manager is a “hands-on” position responsible for assisting with the overall management and operations for the Centre including pre and post season. The City of Norwood Payneham & St Peters aims to ensure the Centre continues to respond to a range of community interests and needs, whilst operating safely and efficiently.

In the absence of the Manager on site, the Swimming Centre Assistant Manager will assume responsibility for providing a safe, enjoyable and friendly facility for all patrons visiting the Council's swimming facility and ensuring that the day-to-day operations of the Centre are carried out in line with required guidelines, procedures and policies.

KEY RESPONSIBILITIES

The Swimming Centre Assistant Manager is responsible for:

- assisting with the overall management of the Centre and for providing leadership to a team of seasonal employees, including the Assistant Manager, Lifeguards, Pool Supervisors, Swimming Instructors.
- providing a safe, enjoyable and friendly facility for all patrons;
- ensuring that the Centre is managed in accordance with legislation, industry standards and Council policy (e.g. supervision and water quality);
- the Centre's financial performance, ensuring efficient operation; and
- working across the Council to support the operation of the facility such as delivery of events and communications.

Swimming Centre Management

- Ensure the Norwood Swimming Centre operates in accordance with legislation, industry standards (e.g. Royal Life Saving Society Australian Guidelines) and Council policy.

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- Lead Centre staff and manage staff rosters to ensure safety levels are maintained whilst achieving operational efficiency and effectiveness.
- Ensure the financial sustainability of the Centre including preparing and monitoring an annual budget and effectively managing income and expenditure and financial records.
- Provide professional advice regarding the strategic and operational direction of the Centre to ensure it responds effectively to the needs of the community and integrates effectively with the Council's other plans, services and assets.
- Maximise participation through the development of partnerships with stakeholders and customers and through the development and implementation of activation initiatives.
- Maximise the safety of the Centre including responding effectively in emergencies in accordance with the Centre's emergency action plans (this may include the administration of first aid).
- Lifeguard duties, supervising Centre users in accordance with the Centre's policies/practices and other established industry standards and guidelines.
- Report on the performance and operation of the Centre as required, including to the Council.

Facility Management

- Prepare the Swimming Centre for Season opening and closing.
- Work across the Council to ensure the regular inspection, maintenance and repair of the swimming pool plant, equipment, pools, buildings and surrounds is undertaken, remains operational, meets customer needs and is in accordance with maintenance procedures and Council Policy.
- Undertake water chemistry tests and plant adjustments of key systems and processes to ensure that the swimming water quality complies with relevant Australian Standards.

Programming

- Develop, coordinate and actively promote, in conjunction with internal and external service providers, aquatic programming schedules for the Swimming Centre which includes, but not limited to:
 - regular Learn-to-Swim classes and water awareness programs;
 - development and implementation of events e.g. School Based Programs, Carnivals, Club Swimming; and
 - lap swimming and general recreational activities.

Leadership

- Provide on-the-job training and support and guidance to staff, and monitor work performance to ensure that:
 - staff are inducted, trained and informed in relation to performing work tasks;
 - safe and effective work practices in line with relevant legislative requirements, Royal Life Saving Society Australia and Council Policy are being followed; and
 - staff are appropriately qualified and certifications are up to date.
- Provide effective leadership to staff, including maximising continuity of staff, recruitment, induction, rostering and performance management.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Current Royal Life Saving Society Pool Lifeguard Award (referred to as minimum qualification).
- Current Royal Life Saving Society Bronze Medallion or Surf Life Saving Society Bronze Medallion (or equivalent) (referred to as the minimum standard).
- Aquatic Technical Operator qualification.

Please note: Evidence supporting the achievement of the above essential qualifications must be supplied to the Council.

- Demonstrated knowledge and understanding of legislation, industry guidelines and policies relating to the operation and safety of public swimming centres
- Ability to build positive relationships and communicate effectively with a diversity of people, both in writing and verbally.
- Demonstrated leadership capabilities, particularly in an aquatic and service-oriented environment.
- Demonstrated ability to lead, manage and develop staff in order to manage work and resource requirements.
- Demonstrated ability to lead, manage and coordinate the operations of an aquatic centre or similar.
- Demonstrated experience in financial management, including the management of a Profit/Loss budget.

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JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings
- Department of Human Services (DHS) Working With Children Clearance
- Current drivers licence
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

- All Workers
- Prioritise safety in the workplace.
 - Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
 - Comply with legislation, policies, procedures and participate in WHS training.
 - Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.
 - Use tools and equipment correctly to protect the health and safety of yourself and others.
 - Ensure you are medically and physically fit to undertake the requirements of your position.
 - Follow reasonable safety instructions.
 - Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.
- Leaders
- As a leader, you are also responsible for:
- Implementing the Council's WHS Management System and ensuring team compliance.
 - Leading the development, implementation and monitoring of WHS policies and procedures.
 - Identifying, assessing, and controlling workplace hazards to minimise risks.
 - Investigating hazards and incidents and implementing control measures.
 - Reporting work-related injuries promptly.
 - Promoting a safe workplace by resourcing and supporting health, safety, wellbeing and return to work.
 - Providing workers with information, instruction, supervision and training, particularly during workplace changes.
 - Actively participating in WHS initiatives, audits and discussions.
 - Supporting workers in the Return-to-Work process.
 - Integrating WHS and risk management into recommendations to the Executive Leadership Team and Council.

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WHO WE ARE



AGREEMENT

- By accepting this position, you acknowledge and agree to the following:
- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
 - I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
 - I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
 - I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
 - I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER
Date _____

SWIMMING CENTRE ASSISTANT MANAGER
Date _____