

<b>Position Title</b>	Trainee Swim School Instructor
<b>Department</b>	Community Services
<b>Unit</b>	Leisure and Aquatic Services
<b>Team</b>	Leisure and Wellness Programs
<b>Supervises</b>	Nil
<b>Reports To</b>	Team Leader Swim School
<b>Grade</b>	T03, T04
<b>Date Prepared</b>	22/11/2021
<b>Date Last Updated</b>	16/02/2022

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

The primary purpose of a Trainee Swim School Instructor is to apply themselves to learning, training and developing the skills and qualifications necessary to deliver high quality Swim School lessons to the Community of Canterbury Bankstown in line with Council's policies and procedures and Industry Best Practice.






## Accountabilities

- Apply yourself to the specific courses and on the job training required to become a qualified Swim School Instructor
- Efficiently and effectively apply yourself to learning the delivery of Swim School classes to program participants in line with the CB Leisure & Aquatic Services lesson guides, Council's Swim School Instructor Manual, SWP 045 for the Safe Instruction of Swimming Lessons, Industry Best Practice, the Leisure & Aquatic Services Unit Customer Service Charter and Council's organisational Vision and Values
- Set up and pack up all equipment in a timely and safe manner
- Demonstrate interest in the development of program participants by knowing their name and ability
- Attend and actively participate in Council's in-service training sessions and meetings
- Actively participate in the consultation process of Council's Swim School program and operations
- Commit to shifts as operationally required
- Any other duties as requested by the Leisure & Aquatic Services Leadership Team in line with skills and experience

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Labourer/ TAG

Capability Group	Capability Name	Level
 <b>Personal Character</b>	<b>Lead Self</b>	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	<b>Safety and Accountability</b>	Foundational
 <b>Relationships</b>	Communicate and Engage	Foundational
	<b>Customer and Community Focus</b>	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 <b>Results</b>	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	<b>Deliver Results</b>	Foundational
 <b>Resources</b>	Finance	Foundational
	<b>Assets and Tools</b>	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Lead Self	Foundational	<ul style="list-style-type: none"> <li>• Understands own role within the team</li> <li>• Proactively seeks instruction and guidance</li> <li>• Approaches work tasks with energy and enthusiasm</li> <li>• Stays up to date with knowledge, training and accreditation in relevant skills areas</li> <li>• Is willing to learn and apply new skills</li> <li>• Learns from mistakes and the feedback of others</li> </ul>
<b>Personal Character</b>		
Safety and Accountability	Foundational	<ul style="list-style-type: none"> <li>• Takes responsibility for own actions</li> <li>• Completes tasks he/she has agreed to on time</li> <li>• Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly</li> <li>• Takes care of own and others' safety and wellbeing by following safe work practices</li> <li>• Identifies and speaks up about risks in the workplace</li> </ul>
<b>Relationships</b>		
Customer and Community Focus	Foundational	<ul style="list-style-type: none"> <li>• Shows awareness that he/she is working for the community</li> <li>• Shows respect, courtesy and fairness when interacting with customers and members of the community</li> <li>• Listens and asks questions to understand customer/ community needs</li> <li>• Informs customers of progress and checks their needs are being met</li> </ul>
<b>Results</b>		

Deliver Results	Foundational	<ul style="list-style-type: none"> <li>• Takes the initiative to progress work tasks</li> <li>• Clarifies work required and timeframe available</li> <li>• Identifies what information/ resources are needed to complete work tasks</li> <li>• Checks own work for accuracy, quality and completeness</li> <li>• Completes tasks under guidance, on time and to the required standard</li> </ul>
<b>Resources</b>		
Assets and Tools	Foundational	<ul style="list-style-type: none"> <li>• Uses core work tools and equipment effectively</li> <li>• Takes care of work tools, equipment, facilities and community assets</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

### Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

### Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

### Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

### Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

### Qualifications and Experience

#### Essential Qualifications

- Nil required - training and qualifications will be provided after successful appointment to the Leisure & Aquatic Services Swim School Instructor Academy
- Working with Children Check

#### Essential Experience

- Experience in a team environment (work or other)
- Entry Level understanding of the concept of Customer Experience
- Demonstrated ability to apply oneself in a learning environment

### Desirable Qualifications and or Experience

- Apply First Aid Certificate
- CPR Certificate
- Experience working in a similar field or role

<b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>	<b>YES</b>	<b>NO</b>
Does this position fall under the definition of child related employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required:      No Licence Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>