

<b>Position Title:</b>	<b>Aqua Aerobics Instructor</b>
<b>Award/Agreement:</b>	<b>TOC Enterprise Agreement 2021 (and any subsequent agreement)</b>
<b>Classification level:</b>	<b>Level 3</b>
<b>Directly reports to:</b>	<b>Aquatic Centre Manager</b>
<b>Positions under Direct Supervision:</b>	<b>NIL</b>

### Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km<sup>2</sup>. The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

### Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

### Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

### Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

## OBJECTIVE OF THIS POSITION

To conduct Aqua Aerobics classes at the Claremont Aquatic Centre in a safe and engaging manner.

### **Objective 1: Class Facilitation and Maintenance**

- Screen participants before the start of each class for any fitness issues.
- Plan, implement and deliver an engaging and safe aqua aerobics class.
- Prepare equipment for use during the class and ensure it is safe for use. Answer any questions or concerns the participants may have.
- Once participants have left make sure the area is clean, equipment used is returned to storeroom or appropriate place.
- Ensure that tools and equipment operate efficiently, are maintained in a safe condition, report any faults and carry out rectifications.
- Provide diligent supervision of aquatic areas and provide first aid treatment as appropriate.
- Monitor aqua aerobic equipment and report damaged equipment to the Aquatic Centre Manager.
- Monitor feedback from customers to improve the service provided to them.
- Assist in administrative duties related to the class including record keeping.

### **Objective 2: Occupational Health & Safety (For all Staff)**

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

### **Objective 3: Corporate Responsibility (All Staff)**

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

### **Objective 4: Continuous Improvement (All Staff)**

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

## SELECTION CRITERIA

### Essential

- Aqua Instructor qualification or Certificate II in Health & Fitness or other equivalent qualification.
- Current Senior First Aid Certificate.
- Previous experience in the delivery of aqua aerobic classes.
- Excellent customer service skills.
- Effective skills in developing aqua aerobics programs.

### Desirable

- Breathing Apparatus and Confined Spaces Certificate.

## REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working with Children Check and these will be specifically indicated in the Selection Criteria.

## PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

## Signatures

### Chief Executive Officer Approval

Signature	Date

### Employee

Signature	Date

Review date:

July 2023

