

BARKLY REGIONAL COUNCIL



Team Leader TC Swimming Pool (Full-Time – Permanent)

1. Position Objectives

The Team Leader TC Swimming Pool oversees the daily and long-term operations of the Tennant Creek Swimming Pool, ensuring the grounds, facilities, and swimming environment are well-maintained while prioritising safety and enjoyment for patrons. Their responsibilities include implementing best practices in operational maintenance, chemical handling, water safety, and project planning to meet legislative standards through ongoing testing and maintenance. They lead recruitment, training, and management of Lifeguards, manage rosters and leave, and provide regular reports and advice to stakeholders.

Additionally, during the pool closure season, the position holder assumes responsibility for overseeing and managing the on-site gym facilities, ensuring they remain safe, clean, well-maintained, and accessible for community use. This includes coordinating regular inspections, scheduling maintenance, managing gym equipment, promoting safety protocols, and providing assistance to patrons as required to support continued community engagement and fitness activities.

The position holder must maintain personal fitness to a level that enables them to safely perform the physical requirements of the role.

Due to the duties and responsibilities of this role the position holder agrees to be reasonably available for after hours and weekend duties including school holiday periods as may be necessary for effective business operations.

2. Our Vision, Purpose and Values

VISION

“We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly”.

PURPOSE

“Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services”.

VALUES

- | | |
|------------------------|--|
| Integrity: | Upholding honesty and transparency in everything we do. |
| Diversity: | Embracing and celebrating the unique identities, traditions, and strengths of every community. |
| Empathy: | Understanding and valuing the needs and experiences of others. |
| Accountability: | Taking ownership of our actions through commitment to BRC and our communities. |
| Service: | Dedicating ourselves to excellence, putting people first, and creating a positive impact. |

3. Key Responsibilities

Tennant Creek Swimming Pool

- Oversee facility operations to ensure compliance with all regulatory standards

- Ensure all staff have and maintain required qualifications (First Aid, CPR, Pool Lifeguard)
- Verify that pool user groups possess relevant qualifications and insurance for their activities
- Ensure the pool is supervised at all times with adequate staff-to-patron ratios
- Regularly test and balance water chemistry and maintain filtration systems to required standards
- Ensure facility equipment and venue meet current Australian standards for cleanliness, maintenance, and capacity

Customer Service and Administration

- Coordinate point of sale, gate admissions, explaining conditions of entry, count and process end of day takings.
- Manage communications, promotions and advertising, rostering, recruitment, risk assessments, booking management, and ordering supplies.
- Managing kiosk operations, budgets and sales targets (ensuring operation of the kiosk in no way affects or prevents the performance of statutory and safety functions associated with this position).

Management of Staff

- Recruit and manage suitability qualified pool staff to ensure prescribed standards are met.
- Prepare and manage staff rosters.
- Develop and implement emergency procedures and provide staff training in these procedures.
- Develop and coordinate on-site training of staff.

Programs and Events

- Plan and oversee all programs and events ensuring safety and managing pool time and space allocated such as School Carnivals, School Physical Education (PE), Education Department Swimming Lessons, Private Swimming Lessons, Aqua Aerobics, Swimming Competitions, and Swimming Coaching clinics.

Operational, Cleaning and Grounds Maintenance

- Maintaining all onsite equipment including pool, rescue and first aid, filtration, first aid and water chemistry.
- Schedule maintenance of lawns, reticulation, and paving.
- Schedule cleaning of all facilities including, changerooms, offices, first aid room, kiosk, storeroom, pool surrounds and pool.

Additional Responsibilities During the Closure Season:

- Oversee the safe operation, maintenance, and cleanliness of the gym facilities.
- Conduct regular inspections of gym equipment, identify and coordinate repairs or replacements to ensure safety and functionality.
- Develop and implement safety protocols and signage to ensure patrons' safety within the gym environment.
- Coordinate with relevant contractors or service providers for scheduled maintenance and repairs.
- Promote gym usage and safety awareness within the community, including providing guidance on proper equipment use.
- Ensure compliance with all relevant health and safety legislation and standards related to gym facilities.
- Manage bookings or access arrangements for community members using the gym during the closure period, where applicable.

Other Duties

- You will be required to perform your duties within the Barkly Regional Council authority area, including Ali Curung and Elliott, as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

4. Key Accountabilities

- Ensure the pool and grounds meet all safety, cleanliness, and legislative standards through effective management and regular inspections.
- Recruit, train, and supervise qualified Lifeguards and support staff, developing rosters and emergency procedures to maintain a safe environment.
- Regularly test and balance water chemistry, oversee filtration systems, and coordinate scheduled maintenance for all equipment and infrastructure.
- Plan, coordinate, and supervise pool programs, lessons, competitions, and community events, ensuring safety and optimal use of space.
- Manage admissions, point of sale, promotions, bookings, and kiosk operations, delivering high-quality service and operational efficiency.
- During the closure season, oversee the gym facilities, including equipment inspections, safety protocols, scheduled maintenance, and community access management.
- Promote and enforce safety protocols, ensure staff are qualified and trained, and adhere to all legislative and Council standards related to aquatic and gym environments.
- Demonstrates and actively promotes Council's values in all interactions and decision-making.
- Contribute to the successful implementation and fulfillment of the Regional Plan's objectives.

5. Organisational Relationship

Position Title:	Team Leader TC Swimming Pool
Reports to:	Regional Manager YSR, Libraries and Pool
Department:	Community Services
Supervises:	Lifeguards
Internal Liaison:	Chief Executive Officer Director of Community Services Regional Manager YSR, Libraries and Pool Lifeguards Other Council Staff
External Liaison:	Sports and Recreation Groups and Organisations

Royal Lifesaving Society Northern Territory

Suppliers and Contractors

Government and Non-Government Departments, Organisations and Representatives

Ratepayers, Residents, and Visitors

6. Salary and Other Benefits

Classification:	Level 4 – <i>Barkly Regional Council Enterprise Agreement 2024 (EA)</i>
EA Level 4.1 Salary:	\$69,616.15 per annum (\$35.23 per hour)
Above EA Payment:	\$5,500.00 annualised (\$2.78 per hour)
Status:	Full-Time – Permanent (38 hours per week)
SCG:	12%
Annual Leave:	6 Weeks
Leave Loading:	17.5%
Roster	The Supervisor will set a five-day roster that equals 38 hours per week, within the span of ordinary hours of work, currently 6:00 am to 6:00 pm, Monday to Friday.
Roster Flexibility:	Employees may be rostered on varying days and hours to meet operational requirements, provide service continuity, and ensure adequate workforce coverage. Roster changes will be managed in accordance with applicable employment conditions and consultation requirements.

7. Knowledge and Skills

Organisational:

- Demonstrated knowledge and understanding of Aboriginal culture.
- High level of tact, diplomacy, and confidentiality.
- Excellent time management and organisational skills.
- Ability to work effectively within a team, participate as a team member, and support other staff as required.
- Ability to manage high volumes of work, set and meet deadlines, and prioritise tasks effectively.

Interpersonal:

- Proven ability to successfully interact with people at all levels.
- Strong negotiation and communication skills, including with senior management.
- Strong stakeholder engagement and management skills.
- Ability to gain cooperation and assistance from staff and management to achieve position objectives.

Change Management:

- Ability to recognise issues, use initiative to identify and discuss proposed solutions.
- Ability to respond promptly to changing circumstances and make sound decisions to ensure the efficient delivery of key responsibilities in the best interests of Barkly Regional Council.

- Always ensure compliance with all legislative requirements and best practice standards.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstrate a positive and proactive attitude with strong initiative.
- Always Promote Barkly Regional Council in a professional and positive manner.
- Encourage continuous quality improvement in the delivery of accurate and timely documentation.
- Take responsible care to ensure personal safety and the safety of other staff in the workplace.

8. Essential Criteria – Qualifications, Skills and Experience

1. Demonstrated experience managing community, recreation, or aquatic facilities.
2. Experience in swimming pool plant operations and water quality management.
3. Experience delivering youth, aquatic, or recreation programs.
4. Knowledge of legislation relating to public pools, hazardous chemicals, and gym safety standards.
5. Proven ability to manage and maintain fitness or gym equipment, ensuring safety and functionality.
6. Strong leadership and staff supervision skills, with experience in training and coordinating facility staff.
7. Ability to develop and implement safety protocols for both aquatic and gym environments.
8. Effective customer service and administrative skills, including managing bookings and facility access.
9. Ability to conduct routine inspections, coordinate repairs, and oversee scheduled maintenance for gym equipment and facilities.

9. Desirable Criteria – Qualifications, Skills and Experience

1. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
2. Previous experience working in Local Government.

10. Compliance, Training and Development

Mandatory

- SISSS00133 Royal Lifesaving Pool Lifeguard Skill Set or equivalent
- CPPSPS3001A Handle, Transport and Store Swimming Pool and Spa Chemicals Safely
- SISSS00011 Aquatic Technical Operator
- SISCAQU019 Supervise Patron Safety in Aquatic Locations

Desirable

- Corporate Induction
- Site Induction
- Respect @ Work – Prevention of Sexual Harassment in the Workplace Training
- Prevention of Workplace Bullying and Harassment Induction Training
- Breathing Apparatus and Confined Spaces Certificate

- SISCAQU021 Perform Complex Water Rescues
- SISCAQU022 Provide Oxygen Resuscitation and Therapy in an Aquatic Environment
- SISCAQU020 Provide Water Rescues
- HLTAID011 Provide First Aid
- HLTAID009 Provide Cardiopulmonary Resuscitation
- National Criminal History Check
- Working with Children Clearance (Ochre Card – Northern Territory)
- Driver's Licence

11. Inherent Requirements / Job Fitness Requirements

This position has inherent physical requirements that must be met to perform the role safely and effectively. These requirements have been identified in accordance with Work Health and Safety obligations and reflect the actual duties of the position.

Physical Demand Classification:

This role is classified as **Medium Work**, involving supervision of aquatic facility operations together with hands-on operational, maintenance, water safety, and program delivery activities.

- This role involves manual handling tasks, including lifting, carrying, pushing, pulling, and handling pool equipment, chemicals, maintenance tools, and program resources.
- Manual lifting is generally up to 20kg.
- Where loads exceed 20kg, mechanical aids or team handling are to be used.
- The role requires the ability to:
 - Stand and walk for extended periods throughout the swimming pool facility;
 - Bend, kneel, squat, and undertake repetitive physical movements;
 - Safely handle pool chemicals and operate plant and filtration equipment;
 - Participate in water rescues, emergency response, and aquatic supervision activities;
 - Assist with the set-up and pack-down of programs, events, and equipment;
 - Work both indoors and outdoors in varying environmental conditions.

Inherent Physical Requirements:

- Ability to stand and walk for extended periods.
- Ability to undertake manual handling tasks safely.
- Ability to lift and carry pool equipment, chemicals, maintenance tools, and program resources.
- Ability to bend, kneel, squat, reach, and perform repetitive physical movements.

- Ability to safely operate pool plant, filtration systems, and associated equipment.
- Ability to maintain personal fitness sufficient to perform aquatic rescues and emergency response duties.
- Ability to work in indoor and outdoor environments, including prolonged exposure to heat and sunlight.
- Ability to maintain sustained grip strength during maintenance and rescue activities.
- Ability to participate in aquatic programs and supervise patrons safely.

Physical Requirements of Job Role							
Job Role	Swimming Pool Team Leader						
Body Posture	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Standing					X		
Sitting			X				
Forward Reaching				X			
Neck flexion / extension / rotation				X			
Reaching above shoulder height			X				
Stooping & bending forward from standing position				X			
Kneeling / squatting				X			
Trunk rotation				X			
Mobility	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Climbing step / platform			X				
Walking					X		
Walking over uneven surfaces			X				
Ladder climbing		X					
Manual Handling	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Unilateral lifting			X				
Bilateral carrying			X				
Lifting with weight away from body <10kg				X			
Lifting with weight away from body >10kg		X					
Lowering a vertical distance > 25cm from waist to floor				X			
Lowering a vertical distance > 25cm from waist to shoulder height			X				
Lifting 0kg - 4.5kg				X			
Lifting 4.5kg - 9kg				X			
Lifting 9kg - 22kg		X					
Lifting 22kg - 45kg	X						
Lifting 45kg+	X						
Handling unstable objects			X				

Carrying			X				
Pushing / pulling			X				
Sustained / repetitive hand grip				X			
Tool use				X			
Exposure to vibration		X					

12. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.

Peter Harder

Chief Executive Officer

11 / 08 / 2026

Date

13. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

Signature

_____/_____/_____
Date