



## **Application Information Pack**

Casual Sports and Recreation Facilitators

\$28.25 – \$31.22 (plus 9.5% superannuation)

Contact Officer: Sara Wightman 6285 6342  
Or [sara.wightman@qprc.nsw.gov.au](mailto:sara.wightman@qprc.nsw.gov.au)

---

**Offices:**

144 Wallace St, Braidwood  
10 Majara St, Bungendore  
256 Crawford St, Queanbeyan

**Postal:**

PO Box 348,  
Bungendore NSW 2621  
PO Box 90, Queanbeyan  
NSW 2620

**Contact**

**Bungendore/Braidwood:**

**Ph:** 02 6238 8111  
**Fax:** 02 6238 1290  
**E:** [records@palerang.nsw.gov.au](mailto:records@palerang.nsw.gov.au)  
**W:** [www.palerang.nsw.gov.au](http://www.palerang.nsw.gov.au)

**Contact:**

**Queanbeyan:**

**Ph:** 6285 6000  
**Fax:** 6285 6666  
**E:** [council@qcc.nsw.gov.au](mailto:council@qcc.nsw.gov.au)  
**W:** [www.qcc.nsw.gov.au](http://www.qcc.nsw.gov.au)



## **Guidelines for Applicants**

### **APPLYING FOR THE POSITION**

You need to apply in writing for the position. It is most important to prepare a good application as it will be used to decide whether you proceed to interview. A good application shows why you are the best person for the job and how your skills, knowledge and experience meet the selection criteria.

Application must contain:

- a covering letter of application
- telephone number(s) for contact purposes
- your résumé (curriculum vitae) including referee contact details, and,
- a completed Application Form

**NOTE:** You should be available for interview as soon as the vacancy closes. If you know that you will be unavailable, please note this on your application and if possible, provide alternate contact details.

### **ELIGIBILITY REQUIREMENTS**

To be eligible to work in Australia you must provide a copy of either a birth certificate, citizenship certificate, or a passport and a copy of a current driver's license with your application. If you are not eligible to work in Australia at the time of applying for the advertised vacancy, it is in your interests to advise (in your application) whether you have applied for Australian Citizenship or working visa and the expected timeframe for recommendation.

### **THE ROLE OF THE SELECTION COMMITTEE**

The selection process will be undertaken by a small panel, usually consisting of three members. Each selection panel is convened with care to ensure that it has the necessary expertise to make a sound decision in a fair and impartial way. Collectively, the committee will have an understanding of the vacancy and its role and will be responsible for the integrity of the final selection decision.

The Committee will be responsible for shortlisting, assessing the applicant which may include questions at interview, skill testing or scenario problem solving or a mixture contacting referees and making a recommendation of appointment to the relevant delegate.

### **THE SELECTION PROCESS**

The most suitable applicants (short listed from their written application) will be called for an interview where each candidate's strengths and weaknesses in relation to the selection criteria are further assessed. The purpose of the interview is to provide the applicant with the opportunity to expand on information presented in their application and to enable the panel to gather further data for the assessment process.

The body of the interview will be structured so that each interviewee is provided with the same assessment process and at the interview you will be given the opportunity to ask questions about the position. The assessment offer candidates the chance to demonstrate their understanding of the position and its duties.

At this stage you may also present information to the committee which you feel assists your application.

If you are offered an interview and you have any special needs (for example, wheelchair access to the building, interpreter for hearing impaired persons) you should inform the person who contacts you. You will be advised by letter or email if you have not progressed further in the selection process after interview.



You have the opportunity to contact the Chair of the panel to receive feedback on your application and/or interview. This feedback will assist you with future applications and interviews.

Please note that unsuccessful applications and recruitment documentation will be retained for 12 months and then destroyed. Recruitment documentation for successful candidates will form part of your personnel file.

## **REFEREE REPORTS**

Comments will be sought from your nominated referees to determine your ability or potential to fulfil the selection criteria and the requirements of the job you have applied for. Referees will be required to confine their comments to their direct knowledge of you. It is therefore important that you nominate referees who are able to discuss your suitability in relation to the selection criteria.

Consider providing them with a copy of the position description so that they are prepared to provide relevant information to the selection committee. Written referee reports are not required.

## **MEDICAL ASSESSMENT**

You will be required to undertake a medical assessment at Council's cost if the selection panel thinks you should progress in the selection process. The results of the medical will assist Council to determine if you are able to meet the inherent requirements of the position you have applied for. Pre-employment medical reports will be kept securely on file.

## **PROGRAMS TO ENSURE FAIR & SAFE EMPLOYMENT**

### **Equal Employment Opportunity (EEO)**

Queanbeyan-Palerang Regional Council believes that equality in employment is a fundamental right for all people. EEO principles ensure that people are not discriminated against and have equal access to employment, conditions of employment, training and development, promotional opportunities and evaluation of performance.

The outcome of good EEO practice is a diverse and skilled workforce, improved employment access and participation of EEO groups and a workplace culture displaying fair practices and behaviours.

### **Work Health and Safety (WHS)**

Queanbeyan-Palerang Regional Council is committed to safe work practices and a safe work environment. Council regularly reviews its facilities and work practices as part of its risk management plan. Each employee has a legislative requirement to ensure their work is carried out safely. Queanbeyan-Palerang Regional Council is also committed to assisting with the prompt return to work of injured workers.

### **Fitness for Work – Drug and Alcohol**

Queanbeyan-Palerang Regional Council is committed to safe work practices and a safe work environment. Part of providing a safe environment is ensuring workers are fit for work and to this end Council has introduced an Alcohol and Other Drugs Procedure. Part of that procedure covers random testing. Random testing has been introduced to detect alcohol, opiates (including codeine), amphetamines (including pseudoephedrine) and benzodiazepines. Testing is conducted through oral means (breath test and oral swab).



## SENDING YOUR APPLICATION

All completed applications can be:

- emailed to [weareqpr@qprc.nsw.gov.au](mailto:weareqpr@qprc.nsw.gov.au)
- Lodged online at <http://www.qprc.nsw.gov.au> **or**
- Sent to the following addresses:

**“Confidential - *The Position Applied for*”**  
**Human Resources Manager**  
**Queanbeyan-Palerang Regional Council**  
**PO Box 90**  
**Queanbeyan NSW 2620**

**OR**

**“Confidential - *The Position Applied for*”**  
**Workforce Services Officer**  
**Queanbeyan-Palerang Regional Council**  
**PO Box 348**  
**Bungendore NSW 2621**

## APPLICATION FORM – Part A

Details of position applied for:

Job Title	Casual Sports and Recreation Facilitator
-----------	--

I am interested in

Program	Location	Please tick
Lifeguard Program	Queanbeyan	
	Captain's Flat (summer only)	
	Bungendore (summer only)	
	Braidwood (summer only)	
Aquatic Program (Swim School)	Queanbeyan	
Sporting Program	Queanbeyan	

Personal Details

<b>Title</b>		<b>Surname</b>	
<b>Given Name/s</b>		<b>Preferred Name</b>	
<b>Postal Address</b>			
<b>Work number</b>		<b>Home number</b>	
<b>Mobile number</b>		<b>Email address</b>	

How did you become aware of this vacancy? \_\_\_\_\_

Are you from an Aboriginal and Torres Strait Islander background?
Are you from a non-English speaking background?
Do you have disability?

### Applicant Declaration

Are you aware of any circumstances which might adversely affect your long-term employment with Queanbeyan-Palerang Regional Council?  Yes  No

Are you legally entitled to work in Australia?  Yes  No

Have you been convicted by a Court of any criminal offences which could affect your application for this position?  Yes  No

By submitting this form to Queanbeyan-Palerang Regional Council (QPRC), I confirm that the above information is true and correct. I consent to QPRC collecting and using the information for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and suitability for employment with QPRC, including allowing relevant employers to disclose information in relation to my experience, work performance and conduct.

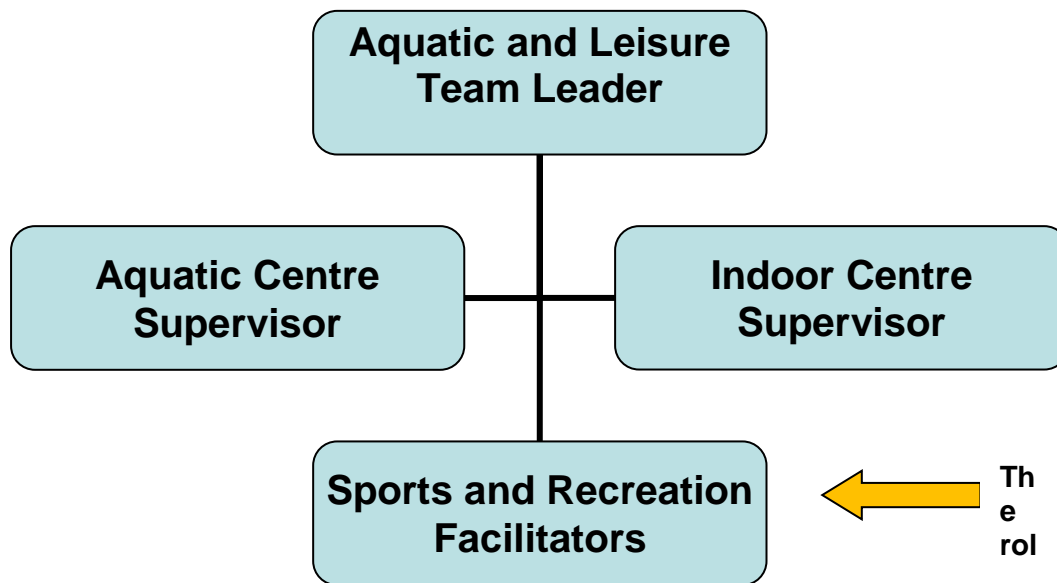
Signature \_\_\_\_\_



**POSITION DESCRIPTION**

**Position:** Sports and Recreation Facilitator  
**Division:** Economic and Community Development  
**Section/Unit:** Community Business  
**Grade:** 3  
**Location:** Queanbeyan, Captain’s Flat, Bungendore, Braidwood (depending on season)

**The Role:**



**Responsible To:** Aquatic or Indoor Centre Supervisors  
**Responsible For:** Nil positions  
**Delegations:** As detailed in Council’s delegations register

**Primary Purpose:**

As part of a professional and service orientated team, assist in:

- providing the QPRC community and its visitors with a safe, hygienic and quality aquatic and indoor sports facilities;
- ensuring that all equipment associated with each facility is properly maintained;
- ensuring that all Work Health and Safety guidelines are followed in all aspects of all Centres’ operations.

---

## Key responsibilities:

- Undertake supervision and or education of patrons visiting and using either the Indoor Sports Centre, Queanbeyan Aquatic Centre or QPRC Eastern Pools.
- Ensure that each complex retains a safe and hygienic condition at all times.
- Undertake general cleaning and associated maintenance as required (e.g. pool vacuuming, repairing nets etc.).
- Serving the public and collection of monies in kiosk.
- Collecting public monies for programs and services and handling associated general enquiries.
- Advise dangerous and/or faulty equipment to supervisors.
- Prepare and operate recreational and other associated facility specific equipment.
- Undertake other duties as directed by supervisors within skills set.

---

## Facility Specific Duties:

Undertake one or more of the following facility specific roles;

- Lifeguard Delivery;
- Aquatic Program Delivery;
- Sporting Program Delivery.

## Functional Capabilities for the role:

As per attached Job Specific Descriptor.

A knowledge, understanding and application of WHS principles and practices.

NSW Working with Children Check.

## Core Behavioural Capabilities

Core Capability	Element	Descriptor	Lifecycle
Constructive Relationships	Building and Nurturing Relationships	Recognises the synergies of wider partnerships	Aware of the role, responsibilities of the (delivery) team.
	Collaborates and cooperates for optimum outcomes.	Seeks and accepts expert input over their personal opinions.	Demonstrates their own limitations and the need to seek and accept expert input.
	Humanistic Encouraging	Encourages growth and development in others	Shows value in others developing personally and professional in order to resolve identified gaps or maximise aspirational opportunities.
		Resolves conflict constructively	Demonstrates ability to resolve conflict constructively and swiftly by basing on facts and clearly setting out expectations.
Optimising Outcomes	Holistic	Escalate complex issues	Demonstrates the need to escalate more complex issues to the appropriate person in the appropriate manner.



Core Capability	Element	Descriptor	Lifecycle
		Contribute to team/unit initiatives to resolve barriers to effectiveness.	Demonstrates ability to contribute to team/unit initiatives
	Strategic	Continuous Improvement	Shows ability to share ideas about ways to improve work tasks and solve problems with the appropriate person in the appropriate manner.
<b>Personal Excellence</b>	Personal Attributes	Integrity	Aware of how to report breaches of misconduct, illegal or inappropriate behaviour.
		Respectful of self and others	Does not entertain gossip or 'one-up-manship'.
<b>Achievement</b>	Accountability	Legislative Requirements	Aware of the legislative framework which applies to local government (and the team)
	Plans for and delivers results	Identifies .... Team outcomes	Aware of the need to identify common team outcomes.

**Program:** LIFEGUARD DELIVERY

**Location:** Queanbeyan Aquatic Centre

- Undertake supervision education of the Queanbeyan Aquatic Centre and Eastern Pools patrons.
- Ensure that the swimming complex remains in a safe and hygienic condition at all times.
- Undertake general cleaning, application of pool chemicals, pool vacuuming and minor repair work.
- Serving public and collection of monies in kiosk.
- Collecting public monies in front office and handling general enquiries.
- Advise dangerous and/or faulty equipment to supervisors.
- Prepare and operate recreational and other associated equipment.
- Ensure all aspects of Council's Workplace, Health and Safety policy are implemented
- Assist in ensuring the security of the centre and equipment
- Assist in promoting the use of the centre
- Provide First Aid for clients when necessary.
- Ensure all centre lights are turned on/off as required.
- Assist with other areas as required to include birthday parties or other special events
- Assistance with clerical work as and when required
- Assist in ensuring clients follow the safety rules and behavioural expectations of the centre.

#### **FUNCTIONAL CAPABILITIES**

- Current Pool Lifeguard License.
- Current Senior First Aid Certificate.
- Ability to effectively supervise and communicate with centre patrons
- Knowledge of pool chemicals and their application.
- Basic understanding and experience in Aquatic Centre operations
- Demonstrated customer service and communication skills
- Skills in Microsoft Excel, Word and Access programs
- Ability to effectively supervise and communicate with students.

**Program:** **AQUATIC PROGRAM DELIVERY**

**Location:** **Queanbeyan Aquatic Centre**

- Under direction, organise and implement the Queanbeyan Aquatic Centre's Learn to Swim/Stroke Correction classes for various age groups and abilities.
- Liaise and effectively communicate with participants (children), parents or guardians.
- Evaluate and plan appropriate teaching methods and practices applicable to the clients' needs.
- Liaise and evaluate programs with supervisors.
- Ensure all aspects of Council's Workplace, Health and Safety policy are implemented
- Assist in ensuring the security of the centre and equipment
- Assist in promoting the use of the centre
- Provide First Aid for clients when necessary.
- Ensure Learn to Swim Classes start and finish at the allotted time.
- Ensure all centre lights are turned on/off as required.
- Assist with other areas as required to include birthday parties or other special events
- Assistance with clerical work as and when required
- Assist in ensuring clients follow the rules and behavioural expectations of the centre.

#### **FUNCTIONAL CAPABILITIES**

- Current AUSTSWIM Certificate with practical experience in Learn to Swim/Stroke Correction programs.
- Current Resuscitation Certificate
- Qualifications in Austswim extension courses eg. Disabilities, Infants, Stroke Correction (Desirable)
- Current Senior First Aid Certificate.
- Current Pool Lifeguard Licence (Desirable)
- Basic understanding and experience in Aquatic Centre operations
- Demonstrated customer service and communication skills
- Skills in Microsoft Excel, Word and Access programs
- Ability to effectively supervise and communicate with students.

**Program:** SPORTING PROGRAM DELIVERY

**Location:** Queanbeyan Indoor Sports Centre

### **General Reception/Counter Duties**

- Answer phone and counter enquiries regarding the centre's facilities and services.
- Attend to sales and services offered through the centre and its kiosk
- Books out equipment as and when required
- Ensure all aspects of Council's Workplace, Health and Safety policy are implemented
- Assist in ensuring the security of the centre and equipment
- Assist in promoting the use of the centre
- Provide First Aid for clients when necessary.
- Assist in setting up and breakdown of Sports Activities.
- Undertake regular cleaning of all areas, including amenities, kiosk facilities, reception entrance, spectator space and immediate perimeter of the facility.
- Ensure Sports Centre bookings start and finish at the allotted time.
- Ensure all activity area lights are turned on/off as required.
- Maintenance and cleaning of all sports equipment.
- Assist with other areas as required to include birthday parties or other special events
- Assistance with clerical work as and when required
- Assist in ensuring clients follow the rules and behavioural expectations of the centre

### **Referee Duties (Where applicable)**

- Provide referee service over in accordance with the rules and regulations of the specific sport rostered to be played
- Ensure the ongoing safety of patrons engaged in the game through application of rules and disciplinary action appropriate to the sports being played
- Report any incidents to the QISC Coordinator in a timely manner.
- Ensure the game starts and finishes on time and all players vacate the court to facilitate the following game.

### **FUNCTIONAL CAPABILITIES**

- Basic understanding and experience in Leisure Centre operation
- Demonstrated customer service and communication skills
- Skills in Microsoft Excel, Word and Access programs
- Current Senior First Aid Certificate