



Application Information Pack

Casual Novice Sport and Recreation Facilitators

Bungendore/Braidwood/Captains Flat Pools

\$ 28.92 per hour

(plus 9.5% superannuation)

Closing Date: 4.00pm, Wednesday 23 August 2017

Contact Officer: Sara Wightman

6285 6342

WHAT IS THE NOVICE SPORT AND RECREATION FACILITATOR PROGRAM?

This program has been designed to provide local work opportunities in the Aquatic industry in Council's rural areas. The program is made up of the following:

- Applicants from Council's rural towns - Bungendore, Braidwood and Captains Flat – apply for the roles using the application forms contained in this pack;
- Applicants will be assessed by a panel, referees will be contacted and successful applicants will be contacted regarding commencing the program in September 2017;
- Council will pay the cost of the coursework for the qualification - a formal course will be arranged in Bungendore for successful candidates to obtain the theory component of the Austswim qualification;
- Students will undertake their work experience component at Council's Queanbeyan Pool (20 hours) during September and October 2017 – note that the work experience component of the qualification will be unpaid as we cannot have unqualified Sports and Recreation Facilitators;
- On successful attainment of the qualification and production of a clear Working with Children Check (for novices over 18 years), candidates will be required to undertake a medical at Council's doctor in Queanbeyan to make sure you can do the inherent requirements of the role; and,
- If you are qualified and fit to do the role, you will be offered fixed term casual employment at the Bungendore, Braidwood and Captain's Flat pools during the 2017/18 summer season.

If you do not pass your course and/or the medical requirements, you will not be offered appointment to a casual Sports and Recreation Facilitator position.

HOW DO I APPLY FOR THE POSITION?

Please make sure that you complete the forms that are in this information pack. In addition, please include:

- a completed application form with all of your details as required; and,
- your résumé (or curriculum vitae)

NOTE: We are looking to fill these roles quickly so that Council can provide learn to swim programs at our rural pools over the summer months. The season will start late October 2017 and we need the qualified staff when the season starts.

Please also ensure that you are available for interviews as soon as the vacancy closes, the formal component of the coursework, work experience at Queanbeyan and for work over this summer period. If you know that you will be unavailable, please do not apply for this program.

ELIGIBILITY REQUIREMENTS

- You must be eligible for work in Australia and you will be required to provide proof of your ability to work (e.g. birth certificate, citizenship certificate, or a passport and a copy of a current driver's license).
- Successful completion of the Austswim Learn to Swim Course is a prerequisite for appointment – every opportunity to enable you to succeed will be provided to you.

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- Undertake unpaid work experience at Council's Queanbeyan Pool to satisfy the practical component of your Austswim qualification; and,
 - A clear Working with Children Check (NSW) – this will be a requirement if you are over 18 years of age.

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 or records@palerang.nsw.gov.au
- Lodged online at <http://www.qcc.nsw.gov.au/Home/QCC-Home-Page> or
- Sent to the following addresses:

“Confidential - *The Position Applied for*”

Service Manager, Workplace Branch

Queanbeyan-Palerang Regional Council

PO Box 90, Queanbeyan NSW 2620

OR

PO Box 348, Bungendore NSW 2621

APPLICATION FORM – CASUAL NOVICE SPORTS AND RECREATION FACILITATOR

A. Personal Details

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

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?

B. Referees:

Ensure your referees can comment on your ability to:

- complete formal coursework,
- contribute to a workplace; and,
- dealing with members of the public (including children)

Name	Relationship to Applicant	Position held	Contact number

C. Qualifications *(Attach further details if insufficient space is provided)*

Name of Qualification	Where Obtained	Year obtained:

E. Applicant Declaration

Are you aware of any circumstances which might adversely affect your casual 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 understand that appointment as a casual Sports and Recreation Facilitator will be dependent on my successful completion of the Austswim Learn to Swim Qualification;
- I understand that the work experience component will be unpaid and held at Queanbeyan Pool;
- I confirm that the information contained in this application is true and correct; and,
- 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.

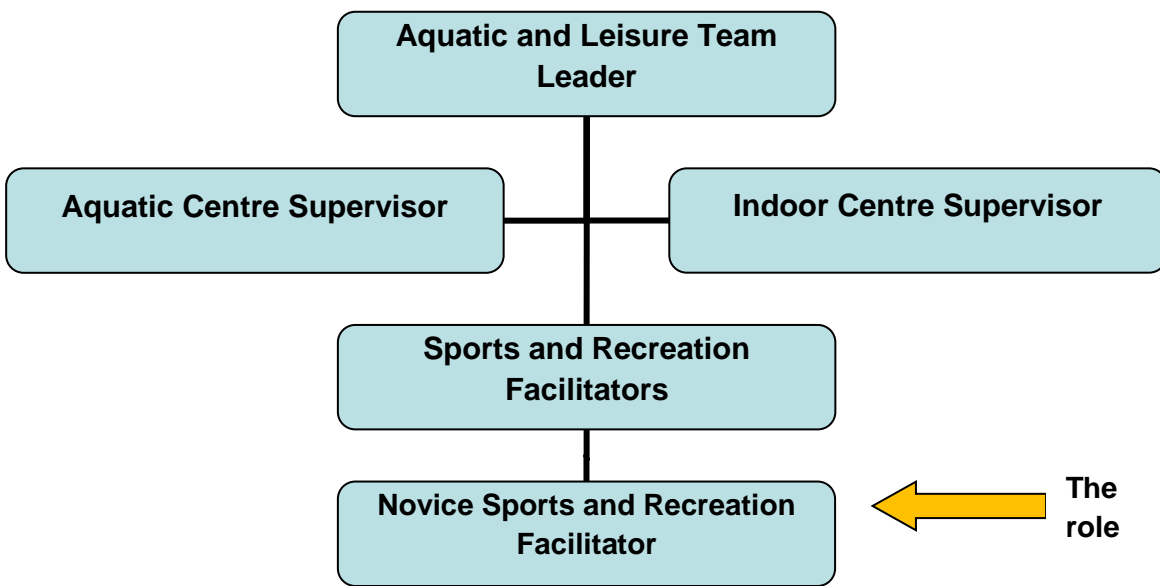
Signature:

Date:

POSITION DESCRIPTION

Position: Seasonal Casual Sports and Recreation Facilitator – Novice
Division: Community Choice
Section/Unit: Recreation and Culture
Grade: 3
Location: 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, develop knowledge and skills and 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:

- Develop and apply skills and knowledge gained in Austswim certification within QPRC Aquatic swim instruction classes.
- Undertake the supervision and or education of patrons visiting and using the 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.

Functional Capabilities for the role:

- Ability to complete and undertake an AUSTSWIM Certificate with the required hours of practical experience in Learn to Swim programs.
- Ability to attain and retain a Resuscitation Certificate
- Ability to attain and retain a Senior First Aid Certificate.
- Ability to attain and retain a NSW Working With Children Check
- Interest in developing an 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.
- 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.
		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.
Personal Excellence	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-man ship'.
Achievement	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.