



INFORMATION FOR APPLICANTS



SWIMMING POOL MANAGER

Application Close – 4:00 pm **Friday 19 September 2025**

Final date for applications 19 September 2025. The shire of Lake Grace reserves the right to cease accepting applications before this date if a suitable candidate has been selected.

For more information please contact:

Alex Adams – Executive Assistant

shire@lakegrace.wa.gov.au

Tel No. (08) 9890-2500

Advertisement



SWIMMING POOL MANAGER

Permanent or Fixed Term Contract

(Remuneration package negotiable dependent on qualifications and experience)

The Shire of Lake Grace is seeking a pool manager to oversee the operations of the Lake Grace Swimming Pool. This is an exciting opportunity for someone who is passionate about community engagement, aquatic recreation and safety.

The Lake Grace pool facility is located on Bishop Street next to the Council Administration Centre and the Lake Grace Recreation Grounds and All Abilities Playground. The facility has a 50-metre Olympic sized swimming pool with two toddler/infant pools. The complex has bbq facilities, playground equipment, and universal access toilets and change rooms. It is an important social and recreational hub for our community during the warmer months.

Ongoing professional development and training will be provided. There may be opportunity for ongoing off-season work for the right candidate.

To request an Application Package, please contact Alex Adams – Executive Assistant on (08) 9890 2500 or ea@lakegrace.wa.gov.au.

Applications must be marked CONFIDENTIAL and should be addressed to:

**The Chief Executive Officer
Shire of Lake Grace
P O Box 50, Lake Grace WA 6353**

Alternatively, they can be emailed to ea@lakegrace.wa.gov.au

Final date for applications 19 September 2025. The shire of Lake Grace reserves the right to cease accepting applications before this date if a suitable candidate has been selected.

Alan George
Chief Executive Officer

The Shire of Lake Grace is an Equal Opportunity Employer

About your application

Your application

This is the initial step in securing an interview for the position you are applying for and must be typed and of the highest standard.

We would prefer that your applications are emailed to ea@lakegrace.wa.gov.au and if you are mailing or delivering, it should be stapled in the top left-hand corner. Please do not submit applications in plastic folders or include original documents.

Covering Letter

The cover letter is a short outline and a brief description of your background and the reason why you are applying for the position.

Response to the Selection Criteria

The advertisement may or may not require for you to address the selection criteria and therefore needs to be set out in a separate document. The Selection Criteria is contained within the Position Description which will determine your suitability when shortlisting applicants. It is not meant to be exhaustive, but applicants must address each of the criteria demonstrating a developed knowledge and experience. You must also include previous working experience or examples in undertaking the function or requirements.

Qualifications

As part of your application, copies of supporting information/qualifications/certificates and statements of claims must be submitted.

Referees

Please include in your Resume/CV the names and contact details of at least two (2) referees. If there are reasons that the applicant does not wish the Shire of Lake Grace to undertake referee checks prior to determining a preferred candidate (e.g. an employer is not aware of your application and you do not wish for contacts to initially be made until preferred candidate status has been confirmed), please advise of such with your application or supporting email. *It is a common courtesy that referees be contacted for approval prior to nominating them in the application.*

Closing Dates for Applications

Vacancies within the Shire of Lake Grace are advertised with a specific closing date and is written in the advertisement. The closing time is the time when your submission is to be received at the Shire of Lake Grace office. *Please note that in fairness to everyone applying for the position, late applications will **NOT** be accepted.*

Preparing for the Interview

The Selection Criteria within the Position Description will best prepare you for the questions at the interview. It is recommended that the STAR method is used in responding to each criteria – S=situation, T=task at hand, A=action you have taken to complete the task, R= the result/outcome of your efforts. You can identify examples from past experience that might be similar or equivalent.

The Interview Process

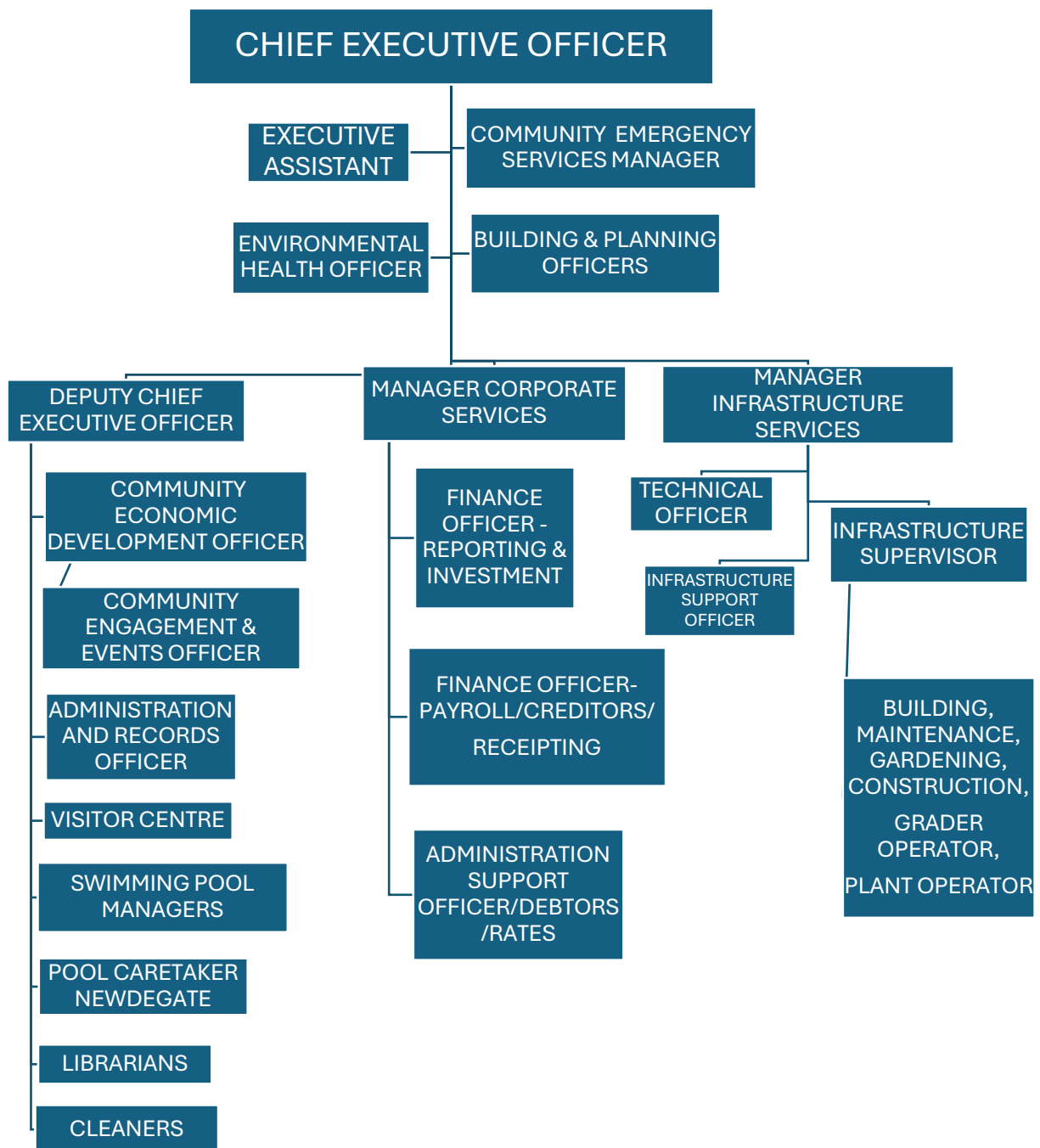
A panel interview will usually consist of three (3) interviewers who will follow a set format to ensure equity and fairness to the applicant. The interviewers will take turns asking questions and will make notes to ensure that applicants are examined in a uniform manner

After the Interview

The successful applicant will be contacted by a member of the Panel to verbally offer the position. All employment is subject to successfully obtaining a National Police Clearance certificate and a pre-employment medical and drug & alcohol test. The costs will be reimbursed by the Shire after commencement. *All unsuccessful applicants will be notified in writing by the Human Resources Department.*



SHIRE OF LAKE GRACE ORGANISATION CHART





Shire of Lake Grace

SWIMMING POOL MANAGER POSITION DESCRIPTION

Shire Values

"A safe, inclusive and growing community embracing opportunity"

| | |
|--|--|
| Position title | Swimming Pool Manager |
| Industrial award | Local Government Industry Award 2020 Industrial Agreement |
| Classification | Contract |
| Position reports to (role) | Deputy Chief Executive Officer |
| Position supervises / Manages (roles) | Nil |
| Last date PD reviewed | 10/04/2025 |
| Links to Corporate Plan Objectives | Social Objective <i>A valued, healthy and inclusive community and lifestyle</i> Outcome 6 An engaged, supportive and inclusive community 6.1 Maintain and enhance services and infrastructure that meets the needs of the community Outcome 7 A healthy and safe community 7.1 Improve access to sport, leisure and recreation facilities, services and programs |
| Position Certification Date: 14/04/2025 | |
| Manager Name: Aaron Wooldridge - Deputy Chief Executive Officer | |
| Position Summary | |
| Job Purpose The Swimming Pool Manager is expected to manage and provide a safe and enjoyable environment for patrons of the Shire Swimming Pool facility. | |
| Position Objectives | |
| <ol style="list-style-type: none">1. Follow best practice in operational maintenance, chemical handling, pool and water safety.2. Ensure the Lake Grace Swimming Pool meets all legislative requirements of operation.3. Provide a safe and enjoyable environment for patrons of the Lake Grace Swimming Pool.4. Provide an efficient and professional service to patrons utilising the Lake Grace Swimming Pool.5. Provide information and reports on pool usage and maintenance requirements to the Shire of Lake Grace.6. Liaise with Senior Management and other staff for the efficient management of finance and administrative services, relating to the Lake Grace Swimming Pool. | |

Primary, delegated or supporting responsibilities

Management of Lake Grace Swimming Pool

- Maintain in a clean and safe condition, the internal and external areas of all buildings including but not limited to, the office, ablutions, kiosk, first aid room, plant room and storeroom.
- Maintain the grounds, lawns, paved areas and pool covers in good order.
- Ensure that all routine and general maintenance of plant and equipment is undertaken on a regular basis.
- Testing and balancing water chemistry, maintaining filtration to required turnover and filter pressures at all times.
- Ensuring facility equipment and venue is compliant with current Australian standards such as cleanliness, maintenance and maximum capacity.

When Pool is open to the general public

- Be in attendance at the Pool at all times during opening hours.
- Supervise all persons within the Pool.
- Provide assistance to any person who appears to be in danger.
- Prevent offensive or dangerous behaviour.
- Perform regular inspections of the pool and surrounds.
- Supervise relief staff/volunteers as required.

Collection of Lake Grace Swimming Pool Admission Fees and Charges

- Coordinate point of sale, gate admissions, explaining conditions of entry, count and process end of day takings.
- Ensure receipted monies are reconciled.
- Deliver all monies and records collection from the Swimming Pool to the Shire Administration Centre, 1 Bishop Street, Lake Grace on a daily basis.
- Deliver a written monthly record of the number of persons admitted to the pool to the Deputy Chief Executive Officer.

Control of Stores

- Make arrangements, in consultation with the administration office, for the order and delivery of all stores, materials and chemicals required for the operation of the pool.
- Ensure that sufficient quantities of stores, materials and chemicals are available, so as not to disrupt the operation of the pool.

Security Requirements

- Ensure that all stores, chemicals, plants, equipment and any other materials required for the operation of the pool are safely and securely stored at all times, so as to be protected from weather, theft, loss, damage or access by the public
- Ensure that all gates, doors, windows and other means of entrance to the building or area within the facility to which the public are not permitted to enter are kept locked and secure

Management and Reporting of Accidents

- Provide assistance to any person involved in an accident at the pool, including the administering of first aid procedures where applicable.
- Record the details of any known accidents occurring at the pool using the appropriate documentation and forward this information to Chief Executive Officer through the Deputy Chief Executive Officer, as soon as completed or practical.
- Administration Representative for Work Health & Safety is to make available forms for inspection and signing to the Chief Executive Officer. Following this process a copy will be forwarded to you and the person involved in the accident/incident.
- Identify potential hazards and take appropriate action in accordance with the Shire policies and procedures.

General Tasks:

- Record Management - registering & filing relevant to position.
- Adhere to the Shire's policy and procedures and other related documents that may be developed and endorsed by Council.

General Responsibilities and expected behaviour or conduct

The Model Code of Conduct provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

Staff are expected to:

- ✓ Assist other employees from time to time and contribute to teamwork
- ✓ Behave in a manner and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code
- ✓ Observe the highest standards of honesty and integrity
- ✓ Avoid conduct which might suggest any departure from these standards
- ✓ Give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

Key Performance Indicators

Pool is open to the public for all agreed days and hours
Equipment is maintained and in good working order
Good feedback from members of the public

Work Health and Safety Statement of Outcome

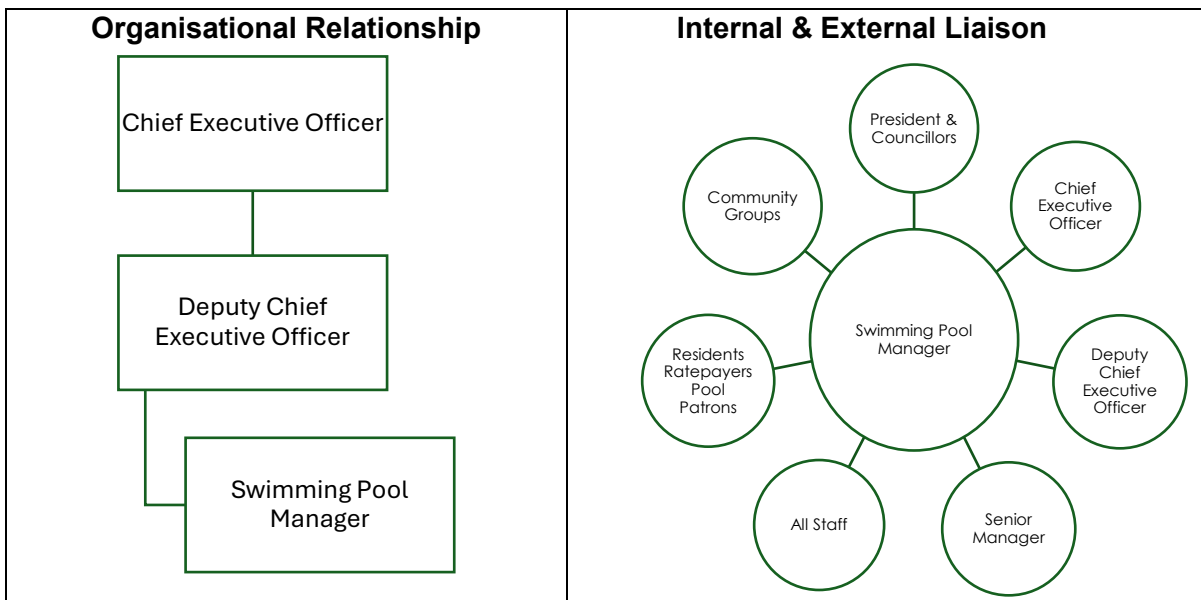
A safe and efficient place of work is our goal, and we must all be committed to reach this outcome. The Shire of Lake Grace is committed to continuous improvement of the Work Health and Safety standards.

1. Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
2. Comply with statutory obligations, Council Policy, Industrial Awards, WHS and EEO legislation.
3. Follow safety rules, procedures and standards at all times.
4. Report ALL accidents, incidents and hazardous situations arising in the course of work.

Equal Employment Opportunity Statement of Outcome 2023-2025

1. Outcome – The organisation values EEO and diversity and the work environment are free from sexual and racial harassment.
2. Outcome – Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees.
3. Outcome – Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.
4. Outcome – Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation.

Position Liaises with:



SELECTION CRITERIA

ESSENTIAL

- Current experience in managing and maintaining a public swimming pool.
- Demonstrated knowledge of the provisions of the health act, regulations and bylaws applying to the maintenance and operations of public swimming pools.
- Sound marketing, programming and promotional skills.
- Well developed communications and customer service skills.
- Sound knowledge of the safety procedures and requirements for the handling of hazardous chemicals used for water treatment and experience in conducting water chemistry tests;
- Hold current certifications/qualifications in the following;
 - Aquatic Technical Operator
 - Pool Lifeguard
 - Provide First Aid and Advanced Resuscitation and Oxygen Therapy
 - Breathing Apparatus
 - LIWA accreditation
- Demonstrated ability to support the values of the Shire of Lake Grace.

MANDATORY REQUIREMENTS

- Hold a current national “C” class driver’s licence.
- Valid Australian Work Rights.

PREFERRED

- Previous experience in a similar position, preferably in Local Government
- Hold a current National Police Clearance Certificate
- Be available to attend a variety of training course outside of the Lake Grace and complete any practical components that are required in order to complete training certifications
- Be committed to training within the Aquatic Industry and prepared to maintain all qualifications achieved and required
- Be committed to working with the Shire of Lake Grace to provide a fun, safe and inclusive environment for all community members and patrons
- Be proactive with the ability to work with minimal supervision
- Demonstrated time management skills
- Be available to work a variety of hours, including weekends

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.

PHYSICAL REQUIREMENTS OF THE POSITION

The position holder must maintain the level of physical fitness required to meet the selection criteria above, including but not limited to standing for periods of time, lifting, bending, mowing, sweeping, mopping and minimum work with screen-based equipment.

GENERAL INFORMATION

This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee’s skill and competence.

In addition, due to the nature of work with this position and need for timeframes to be met, it is essential that the incumbent is flexible in being able to work when required, including attendance at non-business hours meetings, workshops and the like.

SWIMMING POOL MANAGER
Position Acknowledgement and Acceptance

| | | |
|-----------------|-----------|----------------|
| | _____ | ____/____/____ |
| Position Holder | Signature | Date |

Reviewed by:

| | | |
|--------------------------------|-----------|----------------|
| Aaron Wooldridge | _____ | ____/____/____ |
| Deputy Chief Executive Officer | Signature | Date |

Approved by

| | | |
|-------------------------|-----------|----------------|
| Alan George | _____ | ____/____/____ |
| Chief Executive Officer | Signature | Date |

This position description will be reviewed annually as part of the annual performance appraisal process.



Shire of Lake Grace

Application Form

SWIMMING POOL MANAGER

| PERSONAL DETAILS | | |
|---|------------------------|-----------------|
| Full Name: | | |
| Home Address: | Suburb: | |
| State: | Postcode: | |
| Telephone Number: | | |
| Email Address: | | |
| Do you hold a valid driver's licence? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| If yes, please provide details of your driver's licence below | | |
| Place of Issue: | Licence type: | |
| Drivers Licence Number: | Expiry Date: | |
| Do you hold a valid police clearance check? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| If no, would you be prepared to undertake this check if requested? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| EMPLOYMENT RIGHTS | | |
| Are you an Australian Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| If no, please state your nationality and confirm the details of your current visa | | |
| Nationality: | Visa Type: | |
| Details of Any Work Restrictions: | Visa Expiry Date: | |
| Any Additional Comments: | | |
| EDUCATION AND QUALIFICATIONS | | |
| Name of Institution | Qualification Obtained | Completion Date |
| | | |
| | | |
| | | |
| | | |

| | |
|--|-----------------------|
| Details of Any Other Relevant Skills or Qualifications: | |
| | |
| EMPLOYMENT HISTORY | |
| Name of Employer: | Position Held: |
| Start Date: | End Date: |
| Reason for Leaving: | |
| Summary of Duties/Responsibilities: | |
| | |
| Name of Employer: | Position Held: |
| Start Date: | End Date: |
| Reason for Leaving: | |
| Summary of Duties/Responsibilities: | |
| | |
| Name of Employer: | Position Held: |
| Start Date: | End Date: |
| Reason for Leaving: | |
| Summary of Duties/Responsibilities: | |
| | |
| Name of Employer: | Position Held: |
| Start Date: | End Date: |
| Reason for Leaving: | |
| Summary of Duties/Responsibilities: | |
| | |

| REFEREES | |
|---|---|
| Name of Referee 1: | Company Name: |
| Position Held: | Telephone Number: |
| Email Address: | Contactable immediately? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | |
| Name of Referee 2: | Company Name: |
| Position Held: | Telephone Number: |
| Email Address: | Contactable immediately? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| I consent to the Shire of Lake Grace to contact my referees to carry out reference checks in support of my application Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| HEALTH QUESTIONNAIRE | |
| Do you wish to make us aware of any thing that may impact your ability to carry out the tasks required for this role? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If yes, please provide details: | |
| <i>Please note that disclosure of any injury, illness or disability will not exclude an applicant from employment. The Shire of Lake Grace has a duty of care to employees and disclosure of a pre-existing condition may require adjustments to the workplace to ensure the reduction of potential harm.</i> | |

Applicants who are successful in the shortlisting process may be subject to a pre-employment medical and urine drug screening, as part of the recruitment process. At this stage, applicants may be required to disclose any previous workers compensation claims and details of any previous/current medical conditions or restrictions that may impede their physical ability to perform the role that they have applied for.

I understand and agree to these terms and conditions Yes ☐ No ☐

I agree to take part in a pre-employment medical and urine drug screening Yes ☐ No ☐

ADDITIONAL INFORMATION

How did you learn about this opportunity?

Are you currently employed by or have previously worked for the Shire of Lake Grace?

Yes ☐ No ☐

If yes, please provide further details below:

Dates employed from and to:

Position Held:

Line Manager Name:

Please confirm that you have attached the following supporting documents to this application form:

Resume

Yes ☐ No ☐

Covering Letter

Yes ☐ No ☐

APPLICANT DECLARATION

I hereby certify that the information provided in this application is true and correct. I understand that any misrepresentation of facts within this application could be cause for instant termination, should I be employed by the Shire of Lake Grace. I am aware that should I be employed by the Shire of Lake Grace that this application and the attached supporting documentation will be included in my employment file.

Applicant Name:

Signature:

Date: