



# INNER WEST COUNCIL

## POSITION DESCRIPTION

<b>Position Title</b>	Head Coach
<b>Division</b>	Community & Engagement
<b>Group</b>	Aquatic Services
<b>Responsible to</b>	Team Leader Learn to Swim
<b>Position Supervises</b>	<b>Direct:</b> LPAC Coaching Team <b>Indirect:</b>
<b>Position No.</b>	IW0756
<b>Status</b>	Permanent full time
<b>Hours</b>	Based on a 35 hour week  This position may also be required to work at other IWC Aquatics Facilities either on an ad hoc basis, rotational basis, or as part of a deployment to another facility. The Inner West Council Aquatics Facilities operate for 7 days per week from early morning to late evenings. The role will be required to work a range of shifts in accordance with the roster.
<b>Salary / Remuneration</b>	A market competitive annualised rate of pay will be negotiated with the successful candidate. The annualised rate will include allowance for working split shifts, weekend penalties, overtime penalty and meal allowances during swim meets, and other allowances for maintaining current certifications for first aid and working with children, and having a personal mobile for business use.
<b>Allowances</b>	As applicable to the position
<b>Pre-employment checks</b> <b>Legislative requirements</b>	<input type="checkbox"/> Working with Children Check <input type="checkbox"/> Police Check <input type="checkbox"/> Pre-employment medical
<b>Date reviewed:</b> May 2019	<b>Reviewed by:</b> Aquatic Programs Coordinator

*The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km<sup>2</sup>.*

*The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.*

## **POSITION PURPOSE**

The Head Coach will be involved in all areas of the squad program, from development level swimmers to Junior competitive and senior age squads. Reporting directly to the Team Leader Learn to Swim and indirectly to the Aquatics Programs Coordinator, you will be required to develop programs and goals for the squad, and maintain all associated administrative duties relating to the area.

## **SELECTION CRITERIA**

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviors for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

### **Essential Criteria**

1. Silver License
2. Membership with ASCTA
3. Current Resuscitation certificate.
4. Experience coaching Metropolitan, State and National Level Swimmers
5. Ability to meet child protection act requirements
6. Excellent communication, negotiation and problem-solving skills.
7. Ability to work co-operatively as a team member.
8. Reliable, trustworthy, punctual a commitment to consistency of program

### **Desirable Criteria:**

1. Head coach or Assistant coaching experience.
2. Competitive Swimming experience.

### **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

- To oversee and coordinate all Squads programs whilst maintaining excellent support and communication with other Departments
- Develop the competitive squad goals, training programs and assess the squad members on an ongoing basis.
- Maintain Silver, Gold and Performance squad attendance records.
- Grow the client base to budget predictions subject to resources and facilities. Develop additional income from new program streams where possible.

- Ensure all operations, management plans, reports, timetables, customer information and rosters for the squads program and supporting documentation are completed within timeframes required and budget projection.
- Ensure all casual squads staff are trained and appropriately qualified for their specific tasks
- Responsible for staff recruitment and staff training on an ongoing basis in line with the WHS and other policies of the Inner West Council
- Undertake staff training in group or individual sessions to ensure continual improvement of team and individual performance as per requirements set by Aquatics Programs Coordinator.
- To monitor and evaluate all squads programs to ensure program quality, timely and professional operation, that meets current industry standards while ensuring financial performance.
- To provide professional leadership to casual coaches to ensure a high level of professionalism and quality for all squads programs activities.
- To ensure excellent customer service to all program participants.
- Ensure optimum use of water space provided, and efficient and effective delivery of programs,
- To assist in the preparation and implementation of a yearly management plan and develop the budget and business plan for the squads program in conjunction with the Aquatics Programs Coordinator and Team Leader Learn to Swim.
- To co-ordinate rosters to ensure adequate staffing and smooth delivery of programs.
- Resolve any complaints and problems quickly and in a way that enhances customer and/or staff relations.
- To liaise with swim club members, parents, children and deck supervisors to provide accurate information. Methods include; face-to-face, phone, information handouts, email and website material.
- To identify training needs and implement staff training programs and workshops to all levels of staff within the department,
- To deliver and attend regular team meetings including; Supervisors Learn to Swim, Deck Supervisors, Squads coaches, Instructors and booking staff.
- To review and update templates prior to each enrolment period. Ensure accuracy of information throughout the enrolment period.
- To formally evaluate staff performance on an annual basis, and informally as required.
- To implement EEO and WHS requirements.

#### **KEY RELATIONSHIPS:**

**Internal:** Directly with Aquatics Program Coordinator, Learn to Swim & Pool Operations teams and indirectly with the Group Manger – Aquatic Services

**External:** LPAC Swim Club, General Public, Pool users, Squad members

## WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

<b>Responsibilities</b>	<b>Performance Measures</b>
<ul style="list-style-type: none"> <li>Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of promotion of, and conformance with, Council policies and procedures</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring regular monitoring of Health and Safety performance in the area of their responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate.</li> <li>Analysis of accident/incident trends</li> <li>Regular team meetings</li> <li>Use of the hazard reporting process</li> </ul>
<ul style="list-style-type: none"> <li>Commitment to WH&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking accident/incident investigations</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of documented and signed accident investigation forms</li> </ul>
<ul style="list-style-type: none"> <li>Liaising with Health and Safety representatives in relation to workplace Health and Safety issues.</li> </ul>	<ul style="list-style-type: none"> <li>Regular meetings with WH&amp;S rep</li> </ul>
<ul style="list-style-type: none"> <li>Improving health and safety performance</li> </ul>	<ul style="list-style-type: none"> <li>Initiating action based on audit, inspection results and feedback from staff</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking regular inspections to assist in the identification of hazards</li> </ul>	<ul style="list-style-type: none"> <li>Development of a schedule of inspections</li> <li>Completed inspections</li> </ul>
<ul style="list-style-type: none"> <li>Attending health and safety meetings</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed/ documented minutes</li> </ul>
<ul style="list-style-type: none"> <li>Providing new employees with Health and Safety induction training and specific job training where required</li> </ul>	<ul style="list-style-type: none"> <li>Employee inductions complete.</li> <li>Evaluation of induction by employees</li> </ul>
<ul style="list-style-type: none"> <li>Facilitating rehabilitation for injured employees</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed return to work programs</li> <li>Selected duties register</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring employee awareness of Health and Safety management systems and specific workplace hazards</li> </ul>	<ul style="list-style-type: none"> <li>Regular documented meetings with staff</li> <li>Conducting random inspections to ensure that correct WH&amp;S procedures are being implemented by staff</li> </ul>
<ul style="list-style-type: none"> <li>Providing a clear definition, in writing, of all work procedures</li> </ul>	<ul style="list-style-type: none"> <li>All work instructions are documented and provided to staff with explanation</li> </ul>
Developing health and safety procedures	Development of specific procedures where required
Knowledge of WHS and related legislation	Attendance at training sessions

**Applicant Declaration**

I, ..... have read and understood the position description for the **Head Coach** as detailed in this document.

Signature: .....

Date:     /     /