

## POSITION DESCRIPTION

<b>POSITION:</b> Professional Ocean Lifeguard	<b>REPORTS TO:</b> Team Leader – Lifeguard Services	
<b>DIRECTORATE:</b> Sustainable Communities	<b>GROUP:</b> Community & Cultural Services	
<b>SECTION:</b> Community Programs	<b>GRADE:</b>	<b>DATE:</b> 25.10.15

### OUR VISION

*“Committed to the Pursuit of Excellence”*

### OUR VALUES

- ✓ **CUSTOMER CENTRIC** Our customers are at the heart of everything we do
- ✓ **ACCOUNTABILITY** We are transparent and responsible in all that we do
- ✓ **INNOVATION** We deliver excellence in our services through innovation
- ✓ **COLLABORATION** We work together to seek solutions both internally and externally
- ✓ **EMPOWERMENT** We support our people and provide them the scope to deliver outcomes

The Professional Ocean Lifeguard position is within the Lifeguard Services Team. The Lifeguard Services team is part of the Community Programs Section within the Community & Cultural Services Group. The Section supports the delivery of a variety of community programs, venues and services with the aim of meeting the 2030 Community Strategic Plan outcomes of an engaged, connected, enriched, learning, safe, sustainable, healthy and inclusive community.

### POSITION OBJECTIVES

- To provide support to the leadership team of Coffs Harbour City Council on the establishing a high performance organisation through the development of its people and processes.
- To provide lifeguard services at any beach location as rostered or directed.
- To ensure the ongoing high standards of beach safety are maintained at all times as well as relevant Council policies, procedures and legislative requirements are met whilst on duty.
- To support beach safety programs as required.

### KEY ACCOUNTABILITIES

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

Contribute to a safe working environment by:

- I. Demonstrating safe work place practices and behaviours and encouraging others to do the same
- II. Reporting all incidents, near misses and hazards in accordance with

Council's processes

- III. Taking reasonable care for own health and safety and the health and safety of others in the workplace
- IV. Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices
- V. Compliance at all times with statutory and regulatory requirements and Australian Standards

### ***Customer Service***

Promote a positive and professional image of Council through:

- I. Creating and maintaining good relationships with the Community and our customers
- II. Taking the time to understand needs and customer expectations
- III. Providing of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients
- IV. Following up on both positive and negative feedback received
- V. Considering customer service in all aspects of duties
- VI. Continuously looking for ways to improve the level of customer service you deliver

### ***Community Engagement***

Committed to active and appropriate engagement processes guided by the principles of:

- I. Informing - Giving information to the community
- II. Consulting - Obtaining community feedback
- III. Involvement - Engaging directly with the community
- IV. Partnership - Partnering with the community to create solutions
- V. Enabling - Placing final decision making in the hands of the community

Council staff must recognise the role the community has in helping to set the strategic objectives, program priorities and service levels to be pursued by Council. All staff are required to inform and engage with our customers and the community in the planning and delivery of services that they desire and value.

### ***Learning & Development (L & D)***

Support Coffs Harbour City Council as a high performance organisation by:

- I. Participating in strategic learning and development initiatives
- II. Undertake and participate in L & D initiatives that directly enhance and/or improve individual performance and contribute to Council's effectiveness
- III. Take individual responsibility for own learning and engage in professional development.
- IV. Participate in learning and development activities in accordance with Council's Training plan
- V. Work collaboratively with the other staff to identify training needs and appropriate solutions

## ***Sustainability***

- I. To consider the interconnections between economy, society and environment and whether decisions or actions will have a negative impact on the environment, financially or the community, either now or in the future
- II. To apply environmental laws and associated systems and processes to control the risk of serious or irreversible impact on the environment

## ***Continuous Improvement***

Support the organisational Transformation to Sustainability program by:

- I. Supporting staff and the leadership team in the implementation of new and improved business processes
- II. Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state

## ***Team Contribution***

Support the leadership and team members of the Community and Cultural Services Group through:

- I. Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes
- II. Provide valued team contribution by application of lifeguard services management skills and expertise

## **KEY RESPONSIBILITIES**

- Manage all facets of operations at individual beach locations, including but not limited to: administration of pre-hospital care, signage, surf conditions, marine animals, pollution, cleanliness, public relations, daily administration and education, use and maintenance of equipment, and surveillance.
- Supervise and maintain areas designated by flags in a state free from use of hard boards, surf craft and/or motored craft at all times.
- Where appropriate qualification is held, respond to and assist relevant agencies in emergency response and/or disaster management.
- Maintain a professional and courteous relationship with the public at all times.
- Report regularly to the Team Leader and Senior Lifeguard – Operations on all matters pertaining to the ongoing service supplied.
- Assist in the provision of Council's beach safety education and public programs.
- Undertake other duties as agreed within the scope of the position.
- Promote Coffs Harbour as a holiday destination.
- Support the Group's customer service, public programs and outreach activities as required.

## **KEY RELATIONSHIPS**

- Team Leader – Lifeguard Services
- Senior Lifeguard – Operations
- Senior Lifeguard – Programs
- Other Lifeguard Services Team members
- CHCC Leadership team
- External partners and providers, including Surf Life Saving volunteers and emergency services
- Customers

## **COMPETENCIES**

**Qualifications, Knowledge and Experience:**

- Current Australian Professional Ocean Lifeguard Award Level 2 or equivalent and the ability to perform and pass all competencies of the course.
- Demonstrated interpersonal and communication skills, both oral and written.
- Demonstrated ability to work in a team environment.
- Demonstrated knowledge in using communication devices, such as handheld radios and mobile phone devices.
- Demonstrated conflict resolution skills.
- Current Advanced Emergency Care Skill Set (designated staff only).
- Current Personal Water Craft (PWC) Licence (designated staff only).
- Current Class C manual Driver's Licence and Working with Children Check

**Personal Competencies:**

Workplace behaviour will align with Council's core values. The capabilities of this role include value driven behaviours and competencies as follows:

**CUSTOMER CENTRIC**

- Drive for improvement in public services
- Responsive
- Informative
- Listening
- Courteous and friendly

**ACCOUNTABILITY**

- Self-awareness
- Personal integrity and honesty
- Takes responsibility
- Outcome focused
- Motivated

**INNOVATION**

- Results driven
- Intellectual flexibility
- Accepting of new ideas
- Embraces change
- Suggests and tries new methods
- Broad thinking

**COLLABORATION**

- Collaborative working
- Inclusive
- Teamwork
- Open minded, sharing information and knowledge
- Giving and taking feedback

**EMPOWERMENT**

- Mentors and coaches
- Delegates and follows up
- Acknowledges and praises good work
- Develops and trains team

# Position Demands Analysis

## Professional Ocean Lifeguard

EXPOSURE RATING TABLING			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

### PLEASE NUMBER EACH BOX

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	1	Elevating arms above shoulder height	1	Climbing to access / exit excavations	0
Light work lifting 4.5-9.1kg	1	Extend arms for reaching	1	Kneeling for extended periods	1
Medium work lifting 9.1-22.7kg	1	Sitting for extended periods	1	Crawling	0
Heavy work lifting 22.7- 45.5kg	1	Standing for extended periods	2	Balancing	1
Very Heavy work lifting >45.5kg	1	Walking for extended periods	2	Hearing above background noise	3
Repetitive Lifting	1	Walking on uneven ground	3	Depth perception	1
Pulling Loads > 5kg	1	Frequent bending / stooping	1	Colour vision	1
Pushing loads > 5kg	1	Shovelling / digging	1	Fine manipulation	1
Lifting with trunk twisting	1	Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	0	Dust Mask / Respirator	0	Reflective vest	0
Hard hat	0	Protective eyewear	3	Breathing Apparatus (BA)	0
Ear plugs / muffs	0	Gloves	0		
EXPOSURES					
<u>CHEMICALS</u>		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	0			Odours	1
Liquids	1			Mists / Fumes	0
Herbicide spraying	0			Possible exposure to sharps	1
Pesticide spraying	0			Possible exposure to Tetanus	1
Gases / Vapours	1			Possible exposure to Hepatitis A, B, C	1
Working with solvents	0			Possible exposure to blood / bodily fluids	1
PHYSICAL/PSYCHOLOGICAL					
Inside work	1	Working near machinery	2	Slippery surfaces	1
Outside work	3	Operating machinery	2	Low light areas	0
Confined spaces	0	Vibration	0	Shift work	0
Working alone	1	Working at heights	0	Use of computer for screen based activities	0
Working with hot substances	0	High Temperatures > 38 deg	1	Prolonged Driving (periods > 2hrs)	1
Working with cold substances	0	Low Temps < 3 deg	0	Violence / aggression from customers	1
Noisy work areas	0	Fatigue	1		