



Shire of
Narrogin
Love the life



Employment Package

Aquatic Education Supervisor

Your Career. Our Community. A Shared Future

SHIRE OF NARROGIN | WESTERN AUSTRALIA

Shire of Narrogin

About Narrogin

Located approximately two hours southeast of Perth, the Shire of Narrogin is a vibrant regional community in Western Australia's southern Wheatbelt, surrounded by rolling hills, natural woodlands and rich agricultural landscapes. Situated on the traditional lands of the Noongar people of the Gnaala Karla Booja region, Narrogin is home to approximately 4,500 residents and serves as a key commercial, agricultural and service centre for surrounding communities. Combining country charm with modern conveniences, Narrogin offers an appealing regional lifestyle with easy access to Perth and neighbouring towns.

Narrogin offers excellent healthcare, education, retail and recreational facilities, complemented by a welcoming community and a strong regional economy. As a major service centre, the town provides diverse employment opportunities across local government, healthcare, education, agriculture and business. Working with the Shire of Narrogin offers the opportunity to build a rewarding career, develop professionally and make a meaningful contribution to the community. With its balance of career opportunities, essential services and relaxed country living, Narrogin is an ideal place to live, work and grow.

A thriving regional community



Great location



Strong community



Lifestyle & recreation



Excellent services



Growing opportunities

Working with the Shire of Narrogin

Governed by a Council of seven elected members, including a publicly elected Shire President, the Shire of Narrogin is committed to delivering quality services, supporting community wellbeing and promoting sustainable regional development in accordance with the *Local Government Act 1995*.

As an Equal Opportunity Employer, the Shire fosters an inclusive and collaborative workplace guided by five core values: Accountability, Respect, Excellence, Trust and Teamwork. Our employees play a vital role in serving the community while enjoying opportunities for professional growth and work-life balance.

The Shire offers a range of benefits and opportunities, subject to position and employment eligibility, including:



Health and Wellbeing

Health and wellbeing programs, including confidential counselling support.



Rostered Days Off (RDO)

RDO and flexible working arrangements to support work-life balance.



Salary Packaging

Salary packaging options available for eligible employees.



Recreation

Discounted gym and swimming pool memberships at the Narrogin Regional Leisure Centre.



Superannuation

Up to 15% employer superannuation contributions (12% statutory plus up to 3% matching for eligible employees).



Professional Development

Training, professional development and study assistance.



Leave Entitlements

Annual leave loading and long service leave entitlements.



Career Opportunities

Career progression and internal advancement opportunities.

The Opportunity

POSITION OVERVIEW

Position Title:	Aquatic Education Supervisor
Department:	Corporate and Community Services
Responsible To:	Recreation Services Coordinator (Aquatics)
Employment Type:	Part-Time
Hours of Work:	18 hours per week
Award Level:	LGIA 2020 – NSI Award Level 5
Location:	Narrogin Regional Leisure Centre

ABOUT THE ROLE

The Shire of Narrogin is seeking a motivated and experienced individual to join Recreation Services team as an Aquatic Education Supervisor.

This position oversees the day-to-day operations of the Swim School, supervises swimming instructors and ensures the delivery of safe, high-quality swimming lessons for participants of all ages and abilities.

KEY RESPONSIBILITIES

- Coordinate the safe and effective operation of the Swim School.
- Supervise and support swimming instructors.
- Organise student enrolments and respond to enquiries.
- Develop lesson schedules and staff rosters.
- Assist instructors with lesson planning and delivery.
- Provide excellent customer service to Swim School patrons.
- Assist with Swim School promotions and activities.
- Prepare monthly performance reports and monitor key KPIs.
- Ensure compliance with aquatic safety standards and Shire policies.

QUALIFICATIONS

- AUSTSWIM or equivalent Swim Teacher Certificate.
- Current First Aid and Resuscitation Certificates.
- Current Bronze Medallion.
- Current C Class Driver's Licence.
- Current Working with Children Card (essential).
- Sound knowledge of swimming instruction and aquatic safety procedures.
- Strong communication, leadership and organisational skills.
- Ability to work independently and collaboratively.
- Experience in a similar role and customer service environment (desirable).



The Package

SALARY PACKAGE

Component	\$ Minimum (per annum)	\$ Maximum (per annum)
Salary*	\$51,989	\$51,989
Over Award Payment	\$17,171	\$19,602
Total Salary Payable	\$69,160	\$71,590
Superannuation @ 12%	\$8,299	\$8,591
Matching Superannuation @ 3 %	\$2,075	\$2,148
Leave Loading 17.5% (not payable to contract or casual employees)	\$931	\$964

ADDITIONAL BENEFITS



Vehicle
Provision**

N/A



Housing
Allowance

N/A



Phone
Allowance

N/A



Uniform
Allowance

To be Provided



Gym Membership (full)
50% discount

\$606



Rostered Day Off

19-Day Working Month (One accrued rostered day off every four weeks)



Notes:

* The package is calculated on a full-time wage of 76 hours per fortnight for a full year. Wages will be paid on actual hours worked.

** Unrestricted Private Use (radius if 250km) from Narrogin Townsite.

HOW TO APPLY

Application Requirements

- Current résumé.
- Cover letter outlining their interest and suitability for the position.
- Written response addressing the Selection Criteria in the Position Description.
- Contact details of at least two professional referees, preferably current or recent supervisors.
- Applicants must submit all required documents to be considered for the position. Candidates who demonstrate their suitability against the Selection Criteria may be shortlisted for an interview.

Pre-Employment Checks

The preferred applicant may be required to undergo qualification, identity and employment history verification, National Police Clearance, medical assessment and drug and alcohol screening.

Interviews

Applicants must provide a current phone number and email address. Shortlisted candidates may be invited to interview at the Shire Administration Office or the position's designated work location.

Equal Employment Opportunity

The Shire of Narrogin is committed to equal opportunity, inclusion and merit-based recruitment.

Application Submission and Enquiries

Email your application to hrpayrollofficer@narrogin.wa.gov.au. Applications will remain open until a suitable candidate is appointed.

For enquiries, visit www.narrogin.wa.gov.au or contact HR/Payroll Officer on (08) 9890 0900 or via email above.



Position Description

Aquatic Education Supervisor

POSITION DETAILS

Position	Aquatic Education Supervisor
Directorate:	Corporate and Community Services
Department:	Recreation Services
Position Classification:	LGIA 2020 – NSI Award Level 5
Employment Type:	Part-Time
Location of Work:	Narrogin Regional Leisure Centre

ORGANISATIONAL RELATIONSHIPS

Responsible to:	Recreation Services Coordinator (Aquatics)
Supervision of:	Aquatic Education Officers (Swim School)
Internal and External Liaison	
Internal:	Recreation Services Coordinator (Aquatics) Manager Recreation Services
External:	Narrogin Regional Leisure Centre Members General Public Community Groups

POSITION WITHIN THE ORGANISATION



POSITION OBJECTIVES

Provide safe and effective swimming lessons to participants enrolled in the Swim School classes at Narrogin Regional Leisure Centre, always ensuring that health and safety requirements are met.

KEY DUTIES AND RESPONSIBILITIES

- Develop and implement safe and successful operation of the Swim School.
- Provide a high-level of customer service to Swim School patrons.
- Organise enrolment of students for lessons and respond to Swim School enquiries.
- Assist Swim School teachers develop lesson plans for all stages of swimmers from beginners to adults.
- Develop lesson schedule and Swim School teacher rosters.
- Actively supervise Swim School teachers to provide high-quality swim teaching.
- Assist Recreation Service Coordinator in the promotion of the Swim School.
- Provide monthly report to management outlining key KPI's.
- Decision-making action and behaviour is ethical, responsible, transparent, and in accordance with legislation, policy, procedures, and service standards, and within limits of authority (delegation/authorisation).
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions, and Code of Conduct and the highest principles of ethics and integrity.

SELECTION CRITERIA

Qualifications

- Austswim or equivalent Swim teachers Certificate.
- First Aid Certification (current).
- Current Resuscitation Certificate.

- Current Bronze Medallion.
- Hold a current unrestricted C-Class National Drivers' License.
- Provision of a current Working with Children Card (essential).

Experience

- Relevant experience in a similar role (desirable).
- Experience in working with a collaborative attitude with the ability to work effectively as part of a team.
- Experience in customer-focused environments.
- Relevant experience in supporting staff, suppliers, and user groups.

Skills

- Developed verbal, written, and interpersonal communication skills including negotiation, mediation, conflict resolution and problem-solving skills.
- Highly developed sense of initiative, with an ability to work as part of a team or autonomously with minimal supervision.
- Prioritise work to achieve outcomes in a timely manner.
- Ability in programming and promotions.

Knowledge

- Sound understanding of Swim Teaching.
- Facility rules and regulations.
- CPR and first-aid protocols.
- Use of aquatic safety equipment.
- Emergency response procedures and evacuation plans.

EXTENT OF AUTHORITY

- Free to act within established guidelines and may exercise judgement in some circumstances.
- Operates under the general direction of the Recreation Service Coordinator and Manager Recreation Services.
- Working under the regular direction of the Assistant Coordinator Aquatic Facilities, the incumbent is accountable for the efficient and effective delivery of the key responsibilities outlined in this position description and agreed performance indicators with authority to act on these responsibilities.
- Within established guidelines, procedures and policies of the Shire as well as the statutory provisions of the Local Government Act and other legislation.

WORK HEALTH AND SAFETY REQUIREMENTS

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct



accident/incident/near misses investigation and documentation.

- Assist with any Work Injury Management Programs.
- Assess possible hazards, recommend and initiate appropriate solutions.
- Report all accidents, incidents, near misses and hazardous situations arising in the course of work.



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