



Shire of
Narrogin
Love the life



Employment Package

Aquatic Education Officer

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 Officer
Department:	Recreation Services
Responsible To:	Duty Supervisor (Aquatics)
Employment Type:	Full-Time / Part-Time / Casual
Hours of Work:	To be discussed
Award Level:	LGIA 2020 – NSI Award Level 4
Location:	Narrogin Regional Leisure Centre

About the Role

The Shire of Narrogin is seeking enthusiastic and motivated individuals to join its Recreation Services team as Aquatic Education Officers (Swim Teachers).

This role offers an opportunity to deliver engaging swimming lessons, promote water safety and support participants of all ages and abilities in developing confidence and essential swimming skills within a safe and enjoyable learning environment.

KEY RESPONSIBILITIES

- Plan and deliver structured swimming lessons for all ages and abilities.
- Promote water safety and maintain a safe learning environment.
- Adapt teaching methods to individual learning needs.
- Monitor participants' progress and provide constructive feedback.
- Maintain accurate attendance and swimming competency records.
- Communicate effectively with participants, parents and guardians.
- Assist with swimming equipment maintenance and safety checks.
- Collaborate with Swim School teachers and facility staff.
- Provide excellent customer service to participants and families.

QUALIFICATIONS

- Current AUSTSWIM Teacher of Swimming and Water Safety Certificate or Royal Life Saving Swim Teacher Certificate.
- Current First Aid Certificate.
- Current Working with Children Check (essential).
- Knowledge of swimming instruction, water safety and CPR procedures.
- Strong communication, teamwork and problem-solving skills.
- Ability to work independently and demonstrate initiative.
- Experience working with participants of different ages and abilities.
- Customer service experience and a safety-focused approach.
- Previous swimming instruction experience, unrestricted C Class Driver's Licence and knowledge of child protection and emergency procedures (desirable).

The Package

SALARY PACKAGE

Component	\$ Minimum (per annum)	\$ Maximum (per annum)
Salary*	\$51,910	\$51,910
Over Award Payment	\$5,394	\$6,066
Total Salary Payable	\$57,304	\$57,976
Superannuation @ 12%	\$6,876	\$6,957
Matching Superannuation @ 3 %	\$1,719	\$1,739
Leave Loading 17.5% (not payable to contract or casual employees)	\$771	\$780

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 Officer

POSITION DETAILS

Position	Aquatic Education Officer
Directorate:	Corporate and Community Services
Department:	Recreation Services
Position Classification:	LGIA 2020 – NSI Award Level 4
Employment Type:	Full-Time / Part-Time / Casual
Location of Work:	Narrogin Regional Leisure Centre

ORGANISATIONAL RELATIONSHIPS

Responsible To:	Aquatic Education Supervisor
Internal and External Liaison	
Internal:	Manager Recreation Services Recreation Services Coordinator (Aquatics)
External:	Narrogin Regional Leisure Centre Members General Public Community Groups

POSITION WITHIN THE ORGANISATION



POSITION OBJECTIVES

- Deliver high-quality swimming instructions while ensuring the safety and wellbeing of participants in aquatic programs
- Promote water safety, develop swimming skills and foster a positive, inclusive and supportive learning environment.

KEY DUTIES AND RESPONSIBILITIES

- Plan and deliver structure swimming lessons for participants of varying ages and skill levels in accordance with established programs and safety guidelines.
- Maintain participant safety by actively supervising lessons, enforcing facility rules and following emergency procedures.
- Adapt teaching methods to individual learning needs and provide constructive feedback to support skill development.
- Maintain accurate records of attendance, progress and swimming competencies and communicate with parents or guardians as required.
- Assist with the maintenance and inventory of swimming equipment and report safety concerns to the Aquatic Education Supervisor.
- Provide professional and responsive customer service to participants families and facility patrons.
- Collaborate with swimming instructors and facility staff to coordinate lessons, schedules and special activities.
- Maintain current qualifications and knowledge of swimming instructions, water safety standards and industry's best practices.

- Comply with the Shire's policies, procedures, Executive Instructions, Code of Conduct and organisational values.

SELECTION CRITERIA

Qualifications

- Current AUSTSWIM Teacher of Swimming and Water Safety Certificate or Royal Life Saving Swim Teacher Certificate.
- Current First-Aid Certificate.
- Current Working with Children Card (essential).
- Current unrestricted C-Class Driver's Licence (desirable).

Experience

- Previous experience in swimming instruction or similar role (desirable).
- Demonstrated ability to work collaboratively and contribute effectively to a team.
- Experience in customer services or a customer-focused environment.
- Experience working with diverse age groups, including children, adults and seniors.

Skills

- Strong verbal, written and interpersonal communication skills, including conflict resolution and problem-solving.
- Demonstrated initiative and ability to work independently or collaboratively with minimal supervision.

Knowledge

- Understanding of aquatic facility rules, regulations and safety requirements.
- Knowledge of CPR and first aid procedures.
- Understanding of child protection and safety protocols (desirable).
- Knowledge of emergency response procedures and evacuation plans (desirable).

EXTENT OF AUTHORITY

- Free to act within established guidelines and may exercise judgement in some circumstances.
- Operates under the general direction of the Aquatic Education Supervisor.
- Within established guidelines, procedures and policies of the Shire as well as the statutory provisions of the Local Government Act and other legislation.
- To ensure the safety of participants during swimming lessons. This includes monitoring the pool area, enforcing safety rules, and being prepared to respond to emergencies, such as water rescues or medical incidents, within their training and certification scope.
- Plan and deliver swimming lessons according to the established curriculum and guidelines.
- Use teaching methods and techniques to facilitate learning. Adjust teaching style to accommodate different age groups and skill levels.

- Manage participant behaviour during lessons by addressing disruptions, reinforcing pool rules and maintaining a safe, respectful and positive learning environment.
- Assess and evaluate participants' progress in swimming skills and make recommendations for advancement or additional instruction as needed.

WORK HEALTH AND SAFETY REQUIREMENTS

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure your 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 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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