

# **CENTRAL OTAGO DISTRICT COUNCIL**

## **JOB DESCRIPTION**

<b>POSITION</b>	:	<b>Aquatics Manager</b>
<b>REPORTS TO</b>	:	<b>Parks and Recreation Manager</b>
<b>LOCATION</b>	:	<b>Cromwell, Alexandra</b>

### **PRIMARY OBJECTIVE**

To promote and manage Council's aquatic facilities in accordance with all relevant statutes, bylaws, protocols and to fulfil the expectations of the community.

To enhance and promote the learn to swim and associated activities of Council's Central Swim School. This is a Council owned learn to swim operation which operates across all pools.

Council operates three aquatic facilities, Cromwell Swim Centre, Molyneux Aquatic centre and Ranfurly Pool. The first two facilities operate all year round with Ranfurly being a seasonal pool. All pools have a 25m lap pool plus other smaller learn to swim and junior pool water space.

### **GENERAL PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Maintain a safe environment that promotes water safety best practice. This includes regular water testing (in accordance with NZS 5826:2000) and ensuring that the building, plant and equipment are maintained to a high standard.
- Management of staff – including training, motivation and the compilation of rosters.
- Oversee the front of house management services, i.e. bookings, invoicing, stock control, admission and relevant information for each pool complex
- Make best use of financial resources available.
- Prepare and organise programmes to encourage the use of the pools.
- Promote all facilities to maximise usage and provide appropriate activity programmes for all ages.
- Liaise and build good relationships with each areas swim club and other regular pool user groups.
- Compile annual budgets for the aquatic operations.
- Compile, review and amend the Asset Management Plan for the pools activity.
- All supply contracts for goods and services are providing best value to Council.

### **KEY RESULT AREAS**

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

- All statutes, policy guidelines and safety aspects are being met and facilities are always clean, tidy and presentable.

- Appropriate mechanisms are in place to ensure water quality, heating and treatment are performing to the necessary standards.
- Support is given to the Parks and Recreation Manager on pool matters, trends and compilation of annual estimates.
- The best use is made of human resources at the pool by developing and motivating pool staff, and ensuring competent staff are employed.
- Ensure all staff hold a current first aid certificate and NZ Pool Lifeguard Practising Certificate and relevant Swim Teaching Certificates.
- An effective and harmonious relationship is developed and maintained with education, cultural, sporting and like community groups within the district.
- The community is satisfied with the operation of pool and associated facilities
- Maintain expenditure within budget.
- Asset Management Plans are updated as required.
- Review and amend operational procedures on a regular basis.
- Central Swim School is consistently producing quality outcomes and consistent patronage.
- General administration procedures are carried out in a timely manner, this includes, banking, bookings, invoicing and stock control.
- Supply contracts are fit for purpose and provide value for money
- User agreements are reviewed as required to ensure equitable use of the water space against community expectations

## DELEGATIONS

Makes decisions within the authority delegated by the Parks and Recreation Manager

## RELATIONSHIPS

External

Schools

Swim Clubs

Sports Clubs

Contractors

Internal

Chief Executive Officer

Executive Manager – Planning and Environment

Parks and Recreation Manager

Aquatic Centre Staff

Elected Members

All staff

## PERSONAL QUALITIES AND QUALIFICATIONS

### Specific Skills

- Have excellent oral and written communication skills.
- Demonstrated interpersonal skills and the ability to establish and build working relationships effectively.
- Possess well developed time management and organisational skills.
- Be confident and proactive in leading and instructing staff to create an inclusive and fun working environment.
- Demonstrate an ability to communicate with others at all levels to successfully achieve outcomes.
- Exercise a balanced and informed approach to problem solving as well as situations involving change, stress and conflict.
- Demonstrate leadership and motivation together with good judgment over a wide variety of tasks.

- Have a strategic outlook.
- Be innovative in the marketing and promotion of the aquatic facilities.
- Maintain a high degree of confidentiality.
- Possess analytical skills particularly in the management of a budget.
- Experience in the Sport, recreation and leisure industry, or hold an appropriate business or facility management qualification
- Experience in pool mechanical, plumbing and water treatment
- Experience in business management, marketing and promotion

### **Personal Qualities**

- Be self-confident and show initiative.
- Be able to express ideas clearly and report effectively.
- Must be able to work with minimum supervision.
- Be supportive and adaptive.
- Be able to cope with a variety of situations, sometimes at short notice.
- Have the ability to promote the desired interests of the Central Otago District Council through good public relations.
- Have the ability to foster team work, especially with a range of staff members.

## CORPORATE VALUES PROPOSITION



**OUR WAY**

# **COURAGE TO BE THE BEST IN EVERY WAY EVERY DAY**

## **What we mean**

**COURAGE** is demonstrated strength, commitment and desire by you and the team

**BEST** is better than good, the best you and we can be; effective, efficient and responsible

**EVERY WAY** is everything you and we do, say and deliver

**EVERY DAY** is all of the time, on the good days and through the tougher times



**OUR WAY IS**  
Epic Customer Experience  
Clear Expectations of the Individual  
Amazing Organisational Performance  
Clear Sense of One Team and a Shared Purpose