

Town of Cambridge

**Applicant Information Pack**

BOLD PARK AQUATIC

# Lifeguard

Thank you for your interest in working with the Town of Cambridge. This document will help you prepare and submit a job application and includes information about the recruitment and selection process.



# ABOUT THE TOWN OF CAMBRIDGE

The Town of Cambridge is located 8 kilometres west of the Perth CBD in the prosperous western suburbs. It stretches from the inner city to the Indian Ocean, providing residents and visitors all the buzz and energy of the city; the tree-lined streets of suburbia and the beauty and recreation of coastal living.

The Town includes the suburbs of West Leederville, Wembley, Floreat and City Beach as well as small parts of Jolimont, Mt Claremont, Subiaco, and Wembley Downs. The Town boasts more than 50 parks, gardens, playgrounds, and recreation areas, including the popular City Beach and Galup precincts, Perry Lakes, Bold Park, and the Quarry Amphitheatre, providing residents with ample opportunities to get out, get active and connect with each other



## WORKING FOR THE TOWN

### Healthy Lifestyle

Free skin screening and vaccinations.

Access to the Town's Fitness Passport program.

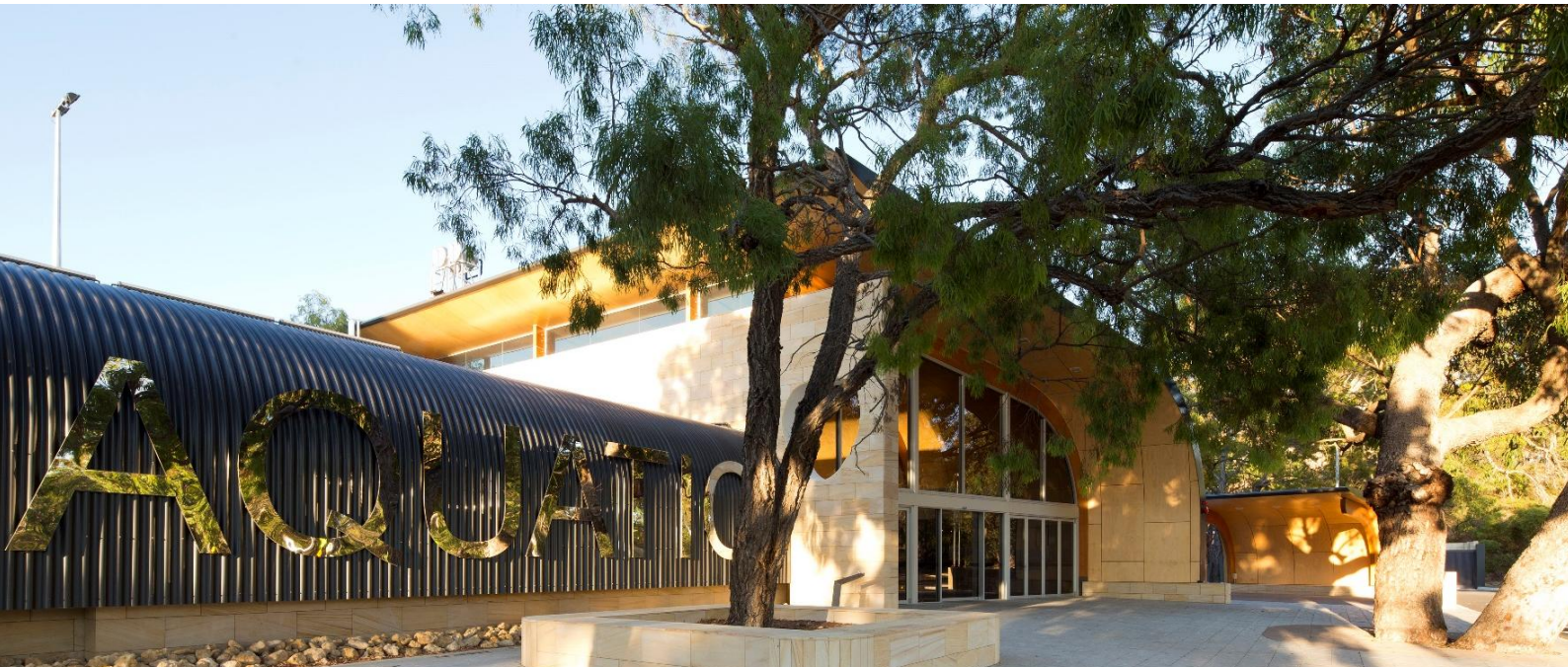
Free entry to Bold Park Aquatic Centre.

### Attractive Superannuation

Opportunity for an additional superannuation match of up to 5% of the base salary, in accordance with the Towns policies.

### Other Benefits Include

Training opportunities - Free car parking - Reward and Recognition Scheme – 13 weeks Long Service Leave after 10 years' service in Local Government, pro rata long service leave is available after 7 years' service.



# ADVERTISEMENT
# LIFEGUARD

## Bold Park Aquatic

Bold Park Aquatic Centre aims to provide a safe and friendly aquatic environment with its programmes and services accessible to a diverse range of patrons. It consists of a 10 lane 50m pool and a semi-enclosed leisure pool which includes four 20m lanes, open all year round.

## The Role

Join the Bold Park Aquatic team and play an important role in creating a safe, welcoming and enjoyable experience for all patrons. You will provide attentive supervision, promote aquatic safety and education, and deliver a high standard of customer service while working collaboratively with the wider Aquatic team and community.

*The successful applicant must be available to work weekend hours. For specifics of the proposed work hours, please contact Jedd Parkinson, Acting Bold Park Aquatic Centre Manager.*

## Application Details

- Casual Pool
- The salary is $47.86 per hour (inclusive of 25% casual loading and 10% general purpose loading), plus superannuation.

Applications can be submitted online and require you to upload a current resume ass part of the application process (please see next page for more information). Click on the 'Apply Online' button to apply.

Should you require any further information regarding this position please contact Jedd Parkinson, Acting Bold Park Aquatic Centre Manager for a confidential discussion on (08) 9383 8916.

Closing date: Applications for this position are open until a suitable pool of candidates is received. This means this vacancy may close without notice. If you are interested in this position, we recommend you apply as soon as possible.



# ROLE SUMMARY

## Key Responsibilities

- Provide a high level of supervision, safety, education and customer service at all times at the Bold Park Aquatic Centre.
- Ensure safe and responsible patron behaviour at all times, including adhering to 'Watch Around Water' guidelines.
- Assist in the delivery of and coordinate lane allocations for programs, swim lessons, and special events as directed, including setting up and packing away of equipment.
- Respond to pool and building maintenance issues as required, by making safe and reporting to the supervisor.
- Maintain the pool and environment to a hygienic and safe standard.
- Ensure all tasks are undertaken in accordance with Bold Park Aquatic and Town of Cambridge operating procedures, quality systems, legislative regulations and industry guidelines.
- Develop good relationships and liaise with user groups, community members and program staff in order to continually improve service delivery.
- Respond to incidents at the centre, providing first aid and rescue techniques where necessary and physically assist patrons.
- Ensure safety documents, incident reports and registers are completed and stored securely.

## Selection Criteria

- Previous experience in a Pool Lifeguard role.
- Excellent customer service and verbal communication skills with the ability to build positive relationships.
- Demonstrated ability to positively contribute to a team.
- Demonstrated ability to maintain long periods of focus and provide constant close supervision.
- Aquatic Technical Officer (ATO) Certificate is desirable.

## Eligibility

- Australian working rights.
- National Police Clearance (no older than 3 months).
- Current Pool Lifeguard Licence.
- Current Provide First Aid Certificate.
- Current Cardiopulmonary Resuscitation Certificate.

## WHAT IS THE SELECTION PROCESS FOR THIS POSITION?

The selection process is designed to assess your skills, knowledge and experience for the position. This will be undertaken online and accordingly it is important for you to please use *Chrome, Firefox, Safari, Internet Explorer 8 or newer to complete the tests.* ***Please do not use your mobile phone***:

Applicants will be directed to an online platform where you will be asked to do the following:

1. Complete an application form and upload a resume. Please note that the Town of Cambridge *does not* require applicants to submit a cover letter; however, if you wish to upload a cover letter it should be combined with your resume prior to uploading.

2. You will be asked to answer questions in response to the requirements of the role, as follows:

    - Do you currently hold the following:
        1. Current Pool Lifeguard Licence
        2. Current Provide First Aid Certificate
        3. Current Cardiopulmonary Resuscitation Certificate
        4. National Police Clearance (no older than 3 months)
        5. Aquatic Technical Operator (ATO) Certificate
    - How do you ensure your supervision is effective?
    - What are the main roles of a Lifeguard?
    - How would you demonstrate excellent customer service as a Lifeguard at Bold Park Aquatic?

Should you be successful in your application, you will be required to supply supporting documentation prior to commencement.

Shortlisted applicants will be invited to attend a face-to-face interview with the selection panel.

Reference checking will be undertaken at the completion of all assessment to validate the preferred applicant's claims for the position.

Should you wish to find out more information on the Town of Cambridge please visit our website https://www.cambridge.wa.gov.au/Home

The Town is an inclusive employer and accordingly if you have a disability or condition that limits your ability to complete the online application process before the closing date please contact the HR team on (08) 9347 6012 to discuss an alternative lodgement method or reasonable adjustments to be made to the process.

## IF YOU HAVE TECHNICAL ISSUES

You will need a reliable internet connection to complete the test. You can access some information from the below link to help you prepare for the testing process. https://www.criteriacorp.com/resources/candidates.php
When you first log in you will be asked to write down an Event ID. This is an important step as if you experience an internet connection issue and need to restart your assessment you will go to:
**www.oda1.com** and enter the Event ID. Ongoing technical issues please email help@criteriacorp.com; you will receive a response within 1 business day.

## EQUAL EMPLOYMENT OPPORTUNITY

The Town values diversity and strives to create an inclusive and equitable workplace, ensuring all team members are treated with respect and fairness. We are committed to cultivating a workforce that reflects the diverse makeup of our community, considering various factors. Our dedication extends to ensuring our recruitment processes are fair, equitable, and accessible, and we encourage individuals who may require any accommodations to participate fully in our recruitment experience to reach out to our People and Culture team (08) 9347 6000.

### WEBSITE:

The Town maintains a website www.cambridge.wa.gov.au which contains substantial information.

### The TOWN'S VALUES:

In everything we do we seek to adhere to a set of values that guides our attitudes and behaviours.

**Respect -** We will acknowledge an individuals' uniqueness and will treat them in a dignified and positive manner.

**Integrity -** We will act responsibly, place trust in each other and will be accountable for our actions.

**Creativity -** We can improve the way we do business by challenging the status quo.

**Friendly and Helpful -** We value our community members and will assist them in the best way we can.

**Teamwork -** We believe teamwork is essential for improving our services and achieving our goals.

