

## Your Position

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|---------------------|--------------------------------------------------------|
| <b>Your job</b>     | <b>Pool Supervisor</b><br><b>Kaitiaki Hōpua Kaukau</b> |
| <b>Your group</b>   | Community & Partnerships                               |
| <b>Your team</b>    | Recreation                                             |
| <b>Your manager</b> | Duty Manager (on duty)                                 |
| <b>Your base</b>    | Council premises within Porirua                        |

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

### How we work together:

- Whakakotahi - Team up  
Mā te mahi tahi e puta ai he hua ki tō tātou hapori  
Together we make a difference for our community
- Mahi Atamai - Work smart  
Ka whakapātari i a tātou anō kia pai ake ai ngā hua  
We challenge ourselves to do things better
- Whakatinanatia - Make it happen  
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga  
We use our energy and skills to get things done

## Your team's purpose

Community & Partnerships purpose is to:

- lead Council's strategic initiatives that support and manage business and commercial growth
- strengthen strategic relationship management for Council and maintain oversight of the partnership with Ngāti Toa Rangatira
- lead the Council's partnership approach with key stakeholders and community groups
- deliver community services, including library, recreation and cultural services

## Your purpose

The Pool Supervisor's role is to:

- ensure customer safety and a high standard of service and customer care at all times.
- supervise all aquatic activities, maintaining a high standard of cleanliness.
- supervise the work of the lifeguards and assist the Duty Manager in ensuring the facility is run smoothly. At times the Pool Supervisor will be the most senior person on the poolside.

## Who you'll be working with

|                            |                                                                                                                                                                                                                                                                                                    |
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| Your direct reports        | <ul style="list-style-type: none"><li>• All Lifeguards (on duty)</li></ul>                                                                                                                                                                                                                         |
| Your indirect reports      | <ul style="list-style-type: none"><li>• Swim Instructors (on duty)</li></ul>                                                                                                                                                                                                                       |
| External people and groups | <ul style="list-style-type: none"><li>• Members of the public</li><li>• Schools, associations, interest groups, trusts and community organisations</li><li>• Skills Active, Swim NZ and Water Safety NZ</li><li>• Porirua City Aquatics Club</li><li>• Local Community and Health Groups</li></ul> |
| Internal people and groups | <ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation</li></ul>                                                                                                                                                                  |

## Your responsibilities

| What you'll do       | How you'll do it                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Operational Delivery | <ul style="list-style-type: none"><li>• Effectively lead and supervise all poolside staff to ensure the pools are safe at all times and all efforts are taken to ensure customer safety</li><li>• Take all steps to prevent accidents and incidents occurring and follow correct procedures in the event of these occurring, including updating Peoplesafe immediately after</li><li>• Complete the Pool Supervisor checklist and ensure any hazards or dangers to staff or public have been identified. Also arrange solutions to minimize hazards/ damages with assistance from the Duty Manager</li><li>• Control and manage events such as accidents and emergencies and have the ability to remain calm in pressured situations</li><li>• Maintain levels of staffing on the poolside whilst ensuring the staff have allocated breaks and rest periods</li><li>• Inspect and monitor swimming throughout the day and deploy staff as required to respond to any issues identified</li><li>• Ensure the water conditions meet agreed NZ specifications and that water treatment test are carried out and recorded as required and</li></ul> |

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|                            | <p>inform the Duty Manager of any issues outside of the normal ranges</p> <ul style="list-style-type: none"> <li>• Assist the Duty Managers with staff performance reviews including training and development plans as required</li> <li>• Assist with the completion of plant room checklists</li> <li>• Ensure the hygiene, cleaning and maintenance of the poolside and changing rooms meet the high standards required</li> </ul>  |
| Relationship Management    | <ul style="list-style-type: none"> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive</li> </ul>                                                                                                                                                                                          |
| Corporate Responsibilities | <ul style="list-style-type: none"> <li>• Build commitment of PCC's vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul> |

## Your skills, experience and qualifications

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| It's essential that you have:   | <ul style="list-style-type: none"> <li>• Staff supervisory skills</li> <li>• Able to work rostered hours (between 5:00am and 10:00pm, 7 days per week)</li> <li>• Customer care skills</li> <li>• Problem solving skills</li> <li>• A New Zealand Driver's License</li> <li>• Ability to meet the physical demands of the role</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplaces</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues</li> </ul> |
| It'd be great if you also have: | <ul style="list-style-type: none"> <li>• National Pool Lifeguard Award</li> <li>• A comprehensive first aid qualification</li> <li>• Knowledge of Learn to Swim programme</li> <li>• Water treatments (Pools) qualification</li> </ul>                                                                                                                                                                                                                                                                                                                                        |

Last updated November 2023



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.