

POSITIONS DESCRIPTION

Position	Ocean Lifeguard
Number:	PD-07.A
Classification	Casual
Rate of Pay	\$23.20 per hour
Location	Various locations in and the Sydney metropolitan area
Position last reviewed	May 2011
Reports to	Lifeguard Supervisor (Sydney Region)
Subordinates	None
Department	Operations



Selection Criteria

Position Purpose

The Lifeguard is responsible for providing surveillance, rescue and response duties at appropriately designated swimming area's, in accordance with guidelines set down by Lifeguarding Services Australia and the Guidelines set by the Australian Professional Ocean Lifeguard Association (APOLA)

Essential Criteria

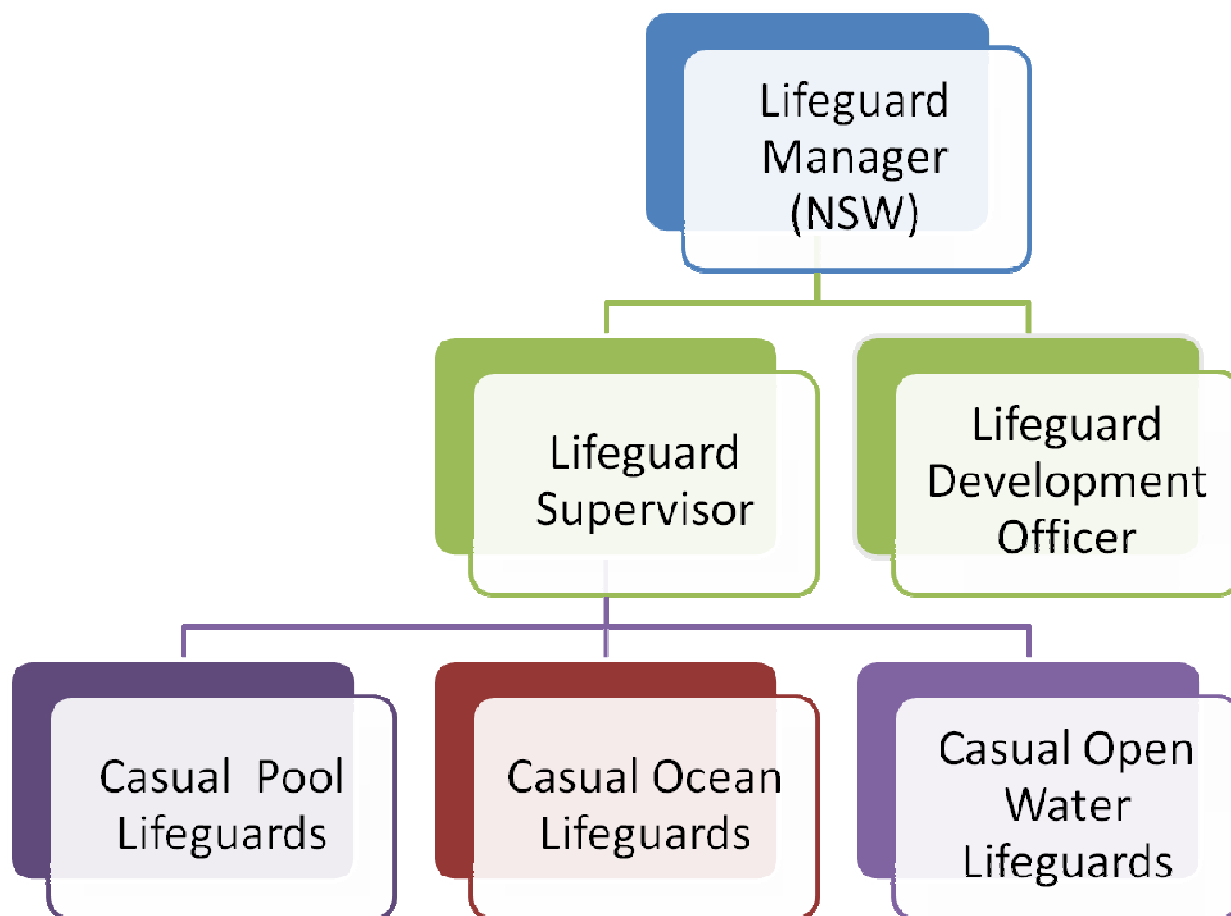
Applicants must meet the following essential qualifications and criteria.

- Appropriate Lifeguard Qualification (Probationary Ocean Lifeguard Course)
- Appropriate RWC Qualification (As per APOLA requirements)
- Apply Advanced Resuscitation Qualification
- Senior (Apply) First Aid Certificate
- A current drivers licence
- A current PWC licence
- Complete the Lifeguard Fitness Assessment
- Experience from the lifeguard or lifesaving industry
- Well developed interpersonal skills
- A commitment to OH&S, EEO and anti-discrimination policies
- The ability to work in a team/group environment
- The ability to work under pressure and make sound judgement
- A focus on customer service
- A commitment to meeting the standards of LSA and maintaining the image & professionalism expected of all lifeguards within the community
- The ability to provide customer service to a high standard
- Ability to work flexible hours, including weekends and Public Holidays.

Desirable Criteria

- Working knowledge of the state Occupational Health & safety Legislations
- Working knowledge of the states local government Legislation
- A understanding of Lifeguarding Services Australia policies, procedures and best practice

REPORTING RELATIONSHIP



Internal Relationships

Lifeguards must work with a number of key individual positions within the Service as a whole, this includes:

- Other Lifeguards
- Lifeguard Supervisors
- Lifeguard Manager
- LSA Management
- Lifeguard Development Officer

External Relationships

Lifeguards interact with clients and customers on a daily basis. Other important external relations include:

- Other Lifeguard Services
- Volunteer Organisations
- Police
- Emergency Services
- Event Organisers/Clients
- Public

Key performance Indicators

Occupational Health & Safety

- Demonstrates duty of care to themselves and others
- Takes proactive steps in identifying hazards, assessing risk, and reporting incidents
- Complies with OH&S legislation and internal employment guidelines
- All equipment remains in a serviceable condition and is always accounted for
- Is fully aware of LSA safety plans and expectations, and actively participates and contributes to ensuring a safe working environment
- Lifeguard actively participates in all relevant training sessions and programs identified in their operational risk assessments.
- Participates in the ongoing improvement of the LSA OH&S plan
- Does not breach any LSA policies, objectives, targets and Standard Operating Procedures and Employment Handbook, particularly in relation to performance, service provision, OH&S, EEO and Anti-Discrimination.
- Completes all required documentation and accurately completes daily reports, incident reports, first aid treatments and rescue cards as per the Lifeguard Operations Manual

Public Safety

- Patrolling, safety, enforcement and rescue functions are carried out in the most efficient, appropriate and proactive manner in accordance with relevant regulations and guidelines and procedures endorsed and implemented by Lifeguarding Services Australia
- Take active steps to ensure the working environment area is kept clean. This includes collection of litter or informing organisers, council and supervisor of hazardous litter problems
- All equipment must be placed in the correct location at commencement of duty. This equipment must be checked daily for wear, tear and damage.
- Any deficiency is to be reported to the Lifeguard Supervisor immediately.
- Take an active role educating the public on aquatic safety through informal with beach-users or formal presentation to groups
- Maintain good public relations and maintenance of the Lifeguard Service “image” while on duty. The Lifeguard Uniform is worn in full and correctly when on duty. The Uniform is not to be worn off-duty.

Continuous Improvement/Personal Development

- Achieve (Certificate III Aquatic Search & Rescue, within 12 months of employment)
If assigned to a permanent council contract the Ocean lifeguard has 12 months to achieve (Certificate III Local Governance) as per the requirements of (Practice Note 15)
- Maintain currency and a level of proficiency in Lifeguard qualification, Advanced Resuscitation Certificate, Senior First Aid Certificate or equivalent from a recognised training provider (RTO)
- Exercises initiative in making improvements to work processes and outcomes
- Promotes and encourages personal growth and effective communication
- Be capable of fulfilling the Lifeguard Service Fitness Assessment at any given time
- Always searches for better ways and strives for best practice
- Actively seeks new ideas and improvement
- Embraces and adapts to change
- Maintain an active approach to assisting with the achievement of LSA OH&S, EEO and Anti-Discrimination and environmental objectives.
- Carry out specific tasks as required by the Lifeguard Supervisor.

Organisational Development

- Understands policies and procedures of the organisation as defined in the Employee Induction
- Demonstrates a positive image of LSA and that LSA standards are achieved and maintained at all times when on duty or attending and LSA training or other related events
- All standards relevant to lifeguard operations are maintained at all times
- The employee is always well presented and the LSA uniform is worn in accordance with policy
- Media comments are referred to the appropriate Supervisor and/or employee as in accordance with the LSA Media Policy

Teamwork

- Displays willingness to assist others, shares knowledge openly, cooperates and supports their fellow lifeguards, Lifeguard Supervisors and management
- Receptive and open to feedback
- Maintains a positive attitude that promotes confidence in those around them.
- Attends and contributes at all required staff meeting and training sessions and promotes the exchange of information throughout the organisation.
- Regularly meets with Supervisor to discuss performance, plans and current issues
- Specific tasks are actioned in a timely manner and completed to a satisfactory level.

This position is subject to a "Working with Children Check" applicants will be required to complete a declaration to check their suitability to work safely around children. Appropriate background checks will be carried out and any "Prohibited Person" will be unable to be employed in this position

Applicant Declaration

I have read and understood the position requirements and agree to the role, responsibilities and key performance indicators of this position.

Name of applicant: _____

Signature of applicant : _____ Date of application: _____

Have you signed this application and submitted your application with copies of:

Current Lifeguarding Qualification	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO
Current Advanced Resuscitation Qualification	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO
Current First Aid Qualification	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO
Photocopy of your drivers licence	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO
Photocopy of your maritime of PWC licence	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO
Copy of your Curriculum Vitae (CV)	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO