



## Boulia Shire Council POSITION DESCRIPTION

<p><b>POSITION TITLE:</b> Sports Centre Attendant</p> <p><b>DIRECTORATE:</b> Community Services</p> <p><b>DEPARTMENT:</b> Sports Centre</p> <p><b>POSITION NO:</b></p>	<p><b>LEVEL</b></p> <p><b>CLASSIFICATION:</b> 2.1</p> <p><b>AWARD and STREAM:</b> Queensland Local Government Industry Award (Stream B ) - State 2017</p> <p><b>REPORTS TO:</b> Community Services Manager</p> <p><b>LAST REVIEW DATE:</b> 20/01/2023</p>
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### As an organisation, we value

**Professionalism:** We will display accountability, openness, transparency and integrity.

**Continuous improvement:** All aspects of the organisation's operations are encouraged through a progressive and creative approach.

**Excellence:** The manner in which we approach all aspects of the business, the highest possible outcome will be achieved.

**Procedural consistency:** There is a consistent approach to the way in which Council conducts its business across the region.

**Customer focus:** We identify and meet the needs of all customers in a responsive and equitable manner.

**Team work and coordination:** We work together to achieve a common goal

**Safety and well-being:** We are all committed to working safely and caring for each other's well-being.

### DEPARTMENT SUMMARY

**Internal:**

- The Community Services Manager
- Other managers and Council staff, including casual cleaning and relief staff.

**External:**

- Professional sporting/swimming bodies & associations,
- Educational & community bodies & associations,
- Other clients, visitors and members.

## POSITION SUMMARY

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- Oversee and promote the facilities and services of the Boulia Sports and Aquatic Centre.
- Actively encourage participation in sports activities in the community and utilisation of the sports and recreational facilities.
- Assist in the coordination of recreational activities for the Boulia community and wider region.

## CORPORATE RESPONSIBILITIES

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### CODE OF CONDUCT

1. Compliance with Council's Code of Conduct, Management Directives and policies and procedures, ensuring that behaviour and conduct;
  - a) is in line with the expectations of Council as specified in the Code of Conduct, and
  - b) decisions are made based on the principles of sound ethics and judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
  - a) Integrity and Impartiality
  - b) Promoting the Public Good
  - c) Commitment to the system of government
  - d) Accountability and transparency

### CONFLICT OF INTEREST

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- a) Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the Chief Executive Officer.
- b) Boulia Shire Council and the employee are in, or are entering into, an employment relationship whereby the employee may gain access to confidential information and other valuable and protectable information of the Boulia Shire Council.
- c) The Employee agrees to deal with Confidential Information in accordance with the Terms of the Boulia Shire Council's Employee Deed of Confidentiality.

### CONFIDENTIALITY AGREEMENT

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- a) Staff should make themselves aware of the basic provisions of the various Acts, regulations, local laws, policies, delegations and protocols that relate to Council, as applicable to their position.
- b) Staff will refrain from engaging in behaviour that is improper, disgraceful or unbecoming, or shows unfitness to continue as an employee.
- c) Staff must give their undivided attention to their work during working hours, not engage in activities which make them unavailable when needed, and not engage in activities which are in any way in conflict with Council interests.
- d) Staff must recognise that their employment relationship is one of confidence and trust, and not disclose confidential and private information gained in the course of their work.

## PUBLIC SECTOR ETHICS

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Council is required to prepare a Code of Conduct for their organisation under the provision of the Public Sector Ethics Act 1994.

The code is based on five ethical principles:

- Respect for the law and the system of government
- Integrity
- Respect for others
- Economy and efficiency
- Diligence

Staff members are asked to become familiar with the basic principles outlined in the Boulia Shire Council's Code of Conduct, and what type of behaviour will be tolerated within the work environment.

In the Council being a public sector organisation, employees are expected to work in accordance with the Public Sector Ethics ie the principles and standards of conduct expected of staff members during their day to day employment.

## GENERAL INFORMATION:

### POSITION DETAILS

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This position is located within the Boulia Shire Council's Aquatic Centre, Boulia.

It is subject to a **three (3) month probationary period**, and performance will be formally reviewed annually, with informal feedback as required.

General features of this position require the application of knowledge and skills, which are gained through training and experience in the field.

The nature of the work will require the position holder to demonstrate professionalism and ethical conduct at all times.

Although due care has been taken to consider all aspects of the role, Council acknowledges that situations, circumstances or issues may arise outside the scope of the Position Description.

In any instance where details are not adequately defined or addressed within the Position Description, the Officer will consult with the Chief Executive Officer to achieve an official determination.

## POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES

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- a) **Environmental/Weather Conditions**
- b) **Physical Demands**

## KEY PERFORMANCE INDICATORS

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- Promote use and awareness of sporting facilities, team sports games, pool, sporting and gym equipment.
- Maintain the general tidying/cleaning of the facilities, gym equipment and attractiveness of centre.
- Undertake the general operation of the Sports Centre, including sporting games, equipment hire, safety and security, and general amenities maintenance and cleaning.
- Provide friendly & professional service to all clients, visitors and members.
- Undertake minor maintenance of equipment and facilities and report faults to the Manager.
- Optimise the Council's position and standing by committing to the principles of safety, quality, and continuous improvement.
- Clerical and administrative duties as directed.

## SELECTION CRITERIA

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- a) Demonstrated ability to perform Specific Accountabilities/Performance Objectives
- b) Demonstrated skills, knowledge and experience as outlined within the Position Description
- c) Physical and psychological ability to perform duties in accordance with Workplace Health and Safety Obligations

## EXPERIENCE / QUALIFICATIONS / LICENCES

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- a) Training or Industry experience/s or discipline knowledge gained through experience, or education.
- b) Formal Qualifications or a combination of experience, expertise and competence sufficient to perform the duties required at this level.
- c) In choosing the right person for this role we will consider what you have done previously – the knowledge, skills and experience you've built, your potential for development, and personal qualities.
- d) C Class Driver's Licence.

## PROFESSIONAL DEVELOPMENT

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- a) Undertake continuous refresher training to maintain/enhance and/or develop qualifications, skills and knowledge applicable to the role.
- b) The position holder may be encouraged to attend workshops and seminars relevant to the position.

## EQUIPMENT OPERATED

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- a) Telephone
- b) Computer
- c) Motor Vehicle

## WORK HEALTH AND SAFETY OBLIGATIONS

All employees have a legal obligation to comply with statutory and the Boulia Shire Council's WHS Management System; WHS policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

### Duties of workers while at work, a worker must:

- a) Take reasonable care of his or her own health and safety,
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Boulia Shire Council to allow the person to comply with the Work Health and Safety Act; and
- d) co-operate with any reasonable policy or procedure of Boulia Shire Council relating to health or safety at the workplace that has been notified to workers.

## PHYSICAL DEMAND CATEGORY

<b>SEDENTARY WORK</b>	<i>Refer: Code of Practice 2011</i>
<b>Light Duty</b>	Frequent lifting / carrying of objects weighing up to 5kgs. Medium
<b>Work</b>	Frequent lifting / carrying of objects weighing up to 10kgs.
<b>Heavy Work</b>	Frequent lifting / carrying of objects not exceeding 25kgs

SPECIFIC ACTIONS REQUIRED					
<i>This job may include:</i>					
Standing/Walking		Sitting		Driving	
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None
<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional
<input type="checkbox"/>	1 - 4 Hrs	<input checked="" type="checkbox"/>	1 - 4 Hrs	<input type="checkbox"/>	1 - 4 Hr
<input checked="" type="checkbox"/>	4 - 6 Hrs	<input type="checkbox"/>	4 - 6 Hrs	<input type="checkbox"/>	4 - 6 Hrs
<input type="checkbox"/>	6 - 8 Hrs	<input type="checkbox"/>	6 - 8 Hrs	<input type="checkbox"/>	6 - 8 Hrs

REPETITIVE MOTIONS	
<b>Simple Grasping</b>	<input checked="" type="checkbox"/>
<b>Fine Manipulation</b>	<input type="checkbox"/>
<b>Pushing / Pulling</b>	<input checked="" type="checkbox"/>
<b>Finger Dexterity</b>	<input checked="" type="checkbox"/>
<b>Foot Movement</b>	<input checked="" type="checkbox"/>

THIS JOB WILL REQUIRE:			
MANOEUVRE	FREQUENT	OCCASIONAL	NONE
<b>Bending</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Squatting</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Climbing</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Twisting</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Reaching</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORK ENVIRONMENT		
<i>Attribute</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Chemicals</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Cold</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Dampness</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Fumes / Gases</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Heat / Humidity</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Heights</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Noises</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AUDIO-VISUAL DEMANDS	
<b>Depth Perception</b>	<input checked="" type="checkbox"/>
<b>Colour Discrimination</b>	<input checked="" type="checkbox"/>
<b>Peripheral Vision</b>	<input checked="" type="checkbox"/>
<b>Hearing</b>	<input checked="" type="checkbox"/>

PLANT OPERATION
maximum seat rating of 120kgs

## GENERAL OBLIGATIONS

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1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions; and to update these to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with supervisors and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document, it is understood that employment is with Boulia Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring said licence/certificate.

## CERTIFICATION

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Prepared by:** Human Resources Officer

Date:...../...../.....

**Signature:** .....

**Approved by:** Chief Executive Officer

Date:....20.../...1../2023

**Signature:** .....

DEVELOPMENT/ REVIEW DATE	VERSION	PREPARED BY	APPROVING OFFICER	APPROVAL DATE
28.03.2018	1.0	DWO/HR	CEO	28.03.2018
25.02.2022	2.0	HR	CEO	25.02.2022
20/01/2023	3.0	HR	CEO	20/1/2023