



**CITY OF ALBANY  
POSITION INFORMATION  
SWIM SCHOOL SUPERVISOR**

**POSITION:** Swim School Supervisor  
**LOCATION:** Community Services / Albany Leisure and Aquatic Centre /  
Barker road, Albany WA  
**DATE:** January 2024

*Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.*

**CONDITIONS OF EMPLOYMENT:**

**Agreement:** City of Albany Above Award Policy – Local Government Officers and Local Government Officers' (Western Australia) Award 2021

**Status:** Permanent, Full Time Employment

**Salary:** Level 5.1 to 5.4 (\$74328.02 to \$78,010.92) per annum, dependent on skills, knowledge and experience

**Ordinary Hours:** 152 hours per 4 weekly cycle to be worked Monday to Sunday between the hours of 5.30am and 9.00pm

**Variable work arrangements:** Variable work arrangements are available in negotiation with team supervisors/managers and in accordance with the organisation's customer service requirements.

**Annual Leave:** 4 weeks paid annual leave each year (pro rata)  
17.5% leave loading

**Long Service Leave:** Available after 7 years of service in accordance with the Regulations.

**Other Leave:** The Officer is entitled to:  
a) Personal leave;  
b) Compassionate leave; and  
c) Parental leave

**Superannuation:** The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.

**Probationary Period:** 3 months

**Medical:** Appointment is subject to a pre-employment medical exam

**Federal Police Clearance:** Appointment is subject to a satisfactory federal police clearance

***For further enquiries, please contact John Pouwelsen, Commercial Services Coordinator on (08) 6820 3440.***



**CITY OF ALBANY  
HOW TO APPLY  
SWIM SCHOOL SUPERVISOR**

**APPLY ON LINE FOR THIS VACANCY AT [www.albany.wa.gov.au](http://www.albany.wa.gov.au)**

Within your application, please provide a **covering letter** of no more than two pages and an up-to-date **resume** telling us about your previous experience in similar roles.

**To be considered for interview - your cover letter must clearly address how you meet the key points outlined below.**

Your cover letter must also cover the following information:

**Skills**

- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Sound computer skills with developed knowledge of the Microsoft Office suite (especially Word, Excel and Outlook).

**Knowledge**

- Knowledge of marketing to assist in the growth of swim school.

**Experience and Qualifications**

- Demonstrated experience in managing a team in a business environment and achieving service delivery activities.
- Certifications - Austswim Certificate or equivalent, Provide First Aid and Working with Children Check.