



TRAINEESHIP

Aquatics and Community Recreation

The Shire of Collie is currently looking to offer a traineeship - Certificate III Aquatics and Community Recreation.

Above all else, our ideal candidate will first and foremost be passionate about the Aquatics/Leisure industry and ready for a challenge. In this role you will require a highly energetic approach to study, along with staff engagement, safety and customer service. You will be enthusiastic and have a desire to motivate patrons and customers across the Shire of Collie's recreational facilities.

This is an exciting opportunity; to obtain the information package visit our web page www.collie.wa.gov.au or call into the Administration Officer to collect your application package. Applications close 4.00 pm on Monday 20th May 2019 and should be addressed CONFIDENTIAL – Human Resource Officer Locked Bag 6225 Collie WA 6225 or email your application to; pam.ahlin@collie.wa.gov.au.

DAVID BLURTON
CHIEF EXECUTIVE OFFICER

PREPARING YOUR APPLICATION

PREPARING YOUR APPLICATION

Your application is the first step towards securing an interview and therefore should be of the highest standard possible.

The application should be stapled in the top left hand corner. **Please do not submit applications in plastic folders or include original documents.**

APPLICATION FOR POSITION VACANCY

The application for position vacancy must be completed. This helps the panel members to clearly and easily learn more about your background.

Covering Letter

The cover letter is a brief letter outlining the position you are applying for and a brief description of your background and reason for applying for the position.

Curriculum Vitae (Resume)

Your Curriculum Vitae should provide personal details (e.g. name, address, contact number) relevant work history, education, training courses attended, qualifications and professional memberships.

Relevant work history should commence with the most recent position you have held, as well as the dates/period of employment. In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

Qualifications

Certain positions stipulate that tertiary qualifications or specific certificates are required. As part of the application, candidates should demonstrate that the required level of education or training has been achieved. Please attach photocopies of any relevant qualifications or academic records to the application.

Referees

You should include in your curriculum vitae the names and contact numbers of at least two (2) referees. These referees may be contacted to verify the information stated in your curriculum vitae. Preferably one referee should be your current supervisor or manager, alternatively a supervisor/manager from a previous position may be used.

It is common courtesy that referees be contacted for approval prior to nominating them in the application.

CLOSING DATES FOR APPLICATIONS

Vacant positions with the Shire of Collie are advertised for a specific period and close at the time and dates as written in the advertisement. The closing time is the time that the applications are to be received at the Shire of Collie offices.

Late applications will not be accepted.

Short-listing of candidates for interview by the Selection Panel may take up to two weeks after the closing date. The candidates selected for interview will be contacted by an officer from the Shire of Collie by telephone to organize a convenient time to conduct the interview.

PREPARING FOR THE INTERVIEW

To prepare for the interview questions, re-read the Position Description focusing on the Selection Criteria. Think of workplace situations where the relevant skills and abilities have been required to be demonstrated.

Focus on the duties of the position and think about how they would be carried out. Think about the problems that might be encountered and how they could be resolved. Try to identify examples from past experience that might be similar or equivalent.

THE INTERVIEW PROCESS

The interview panel will consist of at least three members. Interviews will follow a set format to ensure equity and fairness to each applicant and will be evaluated in the same manner.

During the interview, the interview panel members will write notes and assess the answers from the candidates in response to the structured questions, ensuring that all applicants are examined in an objective and uniform manner. If a candidate does not understand a question, they should seek clarification prior to providing a reply.

Never assume that the interview panel members know the suitability of individual candidate for the vacant position even though some applicants may have worked with them or have previous experience in the past for which they have applied.

Wherever possible, relate answers to direct experience.

AFTER THE INTERVIEW

The successful applicant will be contacted by a member of the Interview Panel to verbally offer the position. The Human Resources Department will forward a written offer. All employment is subject to successfully obtaining a National Police Clearance certificate and completing a pre-employment medical and drug & alcohol test.

All unsuccessful applicants will be notified in writing.

APPLICATION PACKAGE – Traineeship Cert 111 Aquatics and Community Recreation

The Shire of Collie is currently looking to offer a traineeship - Certificate III Aquatics and Community Recreation.

Above all else, our ideal candidate will first and foremost be passionate about the Aquatics/Leisure industry and ready for a challenge. In this role you will require a highly energetic approach to study, along with staff engagement, safety and customer service. You will be enthusiastic and have a desire to motivate patrons and customers across the Shire of Collie's recreational facilities.

This is an exciting opportunity; to obtain the information package visit our web page www.collie.wa.gov.au or call into the Administration Officer to collect your application package. Applications close 4.00 pm on Monday 20th May 2019 and should be addressed CONFIDENTIAL – Human Resource Officer Locked Bag 6225 Collie WA 6225 or email your application to; pam.ahlin@collie.wa.gov.au.

Checklist

- **Complete the application form.**
- **Attach a covering letter.**
- **Attach a current copy of your resume.**
- **Include copies of any certificates relevant to this position which support your application.**

Selection Criteria

Essential:

1. **High level of motivation and enthusiasm for working within the area of aquatics and community recreation.**
2. **Demonstrated swimming skills.**
3. **Sound verbal and written communication skills.**
4. **The capacity to follow direction, work unsupervised when required, manage priorities and meet deadlines.**
5. **Availability to work on weekends and evenings.**

Desirable:

1. Previous experience working in a team environment to achieve outcomes.
2. Possession of current driver's licence – Class C minimum.

Please Note

- The attached Position Description details the duties of the position.
- Please do not include original supporting documents with your applications.

CONFIDENTIAL
Chief Executive Officer
Shire of Collie
Locked Bag 6225
COLLIE WA 6225



POSITION DESCRIPTION FORM TRAINEESHIP – Aquatics and Community Recreation

File No: HR 2019

POSITION IDENTIFICATION

Title:	AQUATICS & COMMUNITY RECREATION	Level:	Traineeship
Service Unit:	Shire of Collie Recreation/leisure facilities	Award:	Shire of Collie Enterprise Agreement 2017
Directorate:	Corporate Services	Date Effective:	June 2019
Reporting to:	Managers and/or Director	Date Last Reviewed:	New position

PURPOSE OF POSITION

- To provide a traineeship opportunity in aquatics and community recreation.
- To support the programming and delivery of community recreation programs at the Shire of Collie's recreation facilities.
- To enhance the opportunity to cater for the recreation and leisure needs of the Collie community.
- To support the customer service and administration needs of recreation and leisure services to the Collie community.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Responsible for customer service, administration and programming support and the delivery of recreational and leisure programmes offered through the Roche Park Recreation Centre and the Collie Swimming Pool.
- Ensure you are attending to all studies that are required to obtain CERT III in Aquatics & Community Recreation.
- Foster a community focused and service orientated culture amongst fellow team members and employees.
- Comply with Council's Occupational Health and Safety policies and procedures.
- Ensure all plant and equipment within these sections/areas are properly maintained and in a safe working condition in compliance with all appropriate occupational health and safety requirements.
- Undertake on the job and off the job training as required to develop the necessary knowledge and skills for the position.
- Any other duties as directed by the supervisor/manager/director.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Traineeship – Customer Service

Internal Relationships: All Shire of Collie employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

POSITION DIMENSIONS

Work Location: Collie Mineworkers Memorial Swimming Pool and Roche Park Recreational Centre

Delegated Authority: Not applicable at this level

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

EXTENT OF AUTHORITY

This position operates under direction of the Director of Corporate Services within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's OSH policies and the Occupational Safety and Health Act 1984 s20.
- Employees shall cooperate with the Shire of Collie in the carrying out of the obligations imposed on the Shire under the Occupational Safety and Health Act 1984 s19.

CORPORATE ACCOUNTABILITIES

- Work closely with Council's Occupational Safety & Health Committee (OSH) Representatives, staff and contractors to ensure as a minimum that the requirements of relevant OSH legislation are met, and the Council's OSH policies and procedures are strictly adhered to throughout the Department.
- Show support for the implementation of and compliance with safe work practices and the development of a robust OSH culture in which every employee recognises and accepts responsibility for OSH.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Occupational Safety & Health legislation and Council's OSH policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.

VALUES

- The Shire of Collie Values are basic beliefs about what is important in terms of how we act and treat others within our organisation. Our values are very important, and it is the expectation that all employees within organisation respect and adhere to these.
Accountability – Honesty – Initiative – Leadership – Empathy – Confidence – Efficiency - Compassion

SELECTION CRITERIA

- Essential:
1. High level of motivation and enthusiasm for working within the area of aquatics and community recreation.
 2. Demonstrated swimming skills.
 3. Sound verbal and written communication skills.
 4. The capacity to follow direction, work unsupervised when required, manage priorities and meet deadlines.
 5. Availability to work on weekends and evenings.

- Desirable:
1. Previous experience working in a team environment to achieve outcomes.
 2. Possession of current driver's licence – Class C minimum.

Salary Package Details	
Cash component as of 1 st June 2019	Base hourly rate Level 1 – Adult
Relative to age: 17 years - 75% of Level 1 Adult - Shire of Collie Schedule of Wages 18 years - 85% of level 1 Adult - Shire of Collie Schedule of Wages 19+ Adult Level 1 – Shire of Collie Schedule of Wages This would also be classed as a Seven day a week position which attracts additional loading allowances for working on weekends.	\$ 25.92
Superannuation – (up to 18% as per Shire of Collie Collective Agreement 2017)	
Service Pay (commences after one year of service)	
Clothing Allowance (as per Collective Agreement)	

APPLICATION FORM FOR EMPLOYMENT			
Position Applied For:			
PERSONAL DETAILS			
Surname:			
Given Names :			
Preferred Title: Mr/Mrs/Miss/Ms		Other:	
Residential Address			
Date of Birth:			
TELEPHONE NUMBER:		MOBILE NUMBER:	
EMAIL ADDRESS:			
Are you an Australian Citizen?			
Do you have a current Working Visa:		EXPIRY DATE	
EMPLOYMENT HISTORY			
Current/Most Recent	Position	From	To
<i>Reason for Leaving:</i>			
Second Most Recent	Position	From	To
<i>Reason for Leaving:</i>			

REFEREES			
List names and telephone numbers of referees who have supervised your work and whom we may contact.			
NAME:		CONTACT NO:	
NAME:		CONTACT NO:	
DRIVERS LICENCE INFORMATION			
Drivers Licence No.:	Classes:	Expiry Date:	
EDUCATION/TRAINING			
Secondary			
HIGHEST LEVEL ATTAINED			YEAR
SCHOOL			
Post-Secondary <i>(Please list any professional qualifications and/or special skills training.)</i>			
Institution	Subjects Taken	Year	Results
Current Studies			
Qualifications Are your qualifications registered in Western Australia?			
ADDITIONAL INFORMATION			

When would you be able to commence employment?	
If employed, minimum period of notice required:	
Comment: (Optional)	
NOTE: ANY OFFER OF EMPLOYMENT IS SUBJECT TO A PRE-EMPLOYMENT MEDICAL WHICH WILL INCLUDE A DRUG AND ALCOHOL TEST	
Convictions: Do you have any convictions for any offences from any court, or are you currently the subject of any charge pending before any court? You do not need to give details of any conviction which you have declared.	
YES	<input type="checkbox"/>
NO	<input type="checkbox"/>
THE FOLLOWING QUESTIONS ARE OPTIONAL AND NEED NOT BE COMPLETED. NON-COMPLETION OF THESE ITEMS WILL IN NO WAY PREJUDICE YOUR APPLICATION FOR EMPLOYMENT.	
Do you speak any language other than English?	
Sporting interests/hobbies	
Membership of Professional bodies:	
Any further information you wish to provide in support of this application:	
DECLARATION	
I certify that the information is, to the best of my knowledge and belief, true and accurate. I understand that the Local Government reserves the right to verify all information in the application.	
Signature of Applicant	Date

PERSONAL AMBITIONS AND ACHIEVEMENTS

1. What type of work do you find most interesting?

2. What do you feel are your greatest strengths, in the workplace?

3. What do you consider to be your weaker points, in the workplace, which may require development/training/education?

4. What do you consider to be your greatest achievement so far?

Signature _____

Date _____