

# POSITION DESCRIPTION

## OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

## OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	<b>Aquatic Supervisor</b>
POSITION NUMBER	<b>4G065</b>
LOCATION	Sleeman Sports Complex
REPORTS TO	Aquatic Manager
EMPLOYMENT TYPE	Permanent, Full-Time
CLASSIFICATION LEVEL	Staff Certified Agreement, OO5 Level 1
CONTACT INFORMATION	Richard Talbot Phone: 07 3131 9693 Email: Richard.Talbot@sleemansports.com.au
VACANCY REFERENCE #	SQ38.26
CLOSING DATE	Sunday, 3 May 2026

## THE POSITION

The Aquatic Supervisor position supports the Aquatic Manager to provide patrons and hirers of the venue with high quality customer service, a safe and well-presented facility, event support and tenant/hirer management which enables the Brisbane Aquatic Centre within Sleeman Sports Complex to operate in a manner that surpasses industry best practice.

## WORK ENVIRONMENT

The position of Aquatic Supervisor reports to the Aquatic Manager.

On a day-to-day basis the Lifeguards have a functional reporting relationship to the Aquatic Supervisor.

The Aquatic Supervisor supports the Aquatic Manager in scheduling and maintaining the aquatic programs, activities, and events at the Aquatic Centre. Additionally, the position is responsible for the daily supervision of other pool staff, contractors, hirers, and tenants of the Brisbane Aquatic Centre.

The position will involve the need for flexibility in working hours, including weekend work.

## ORGANISATIONAL ENVIRONMENT

SQ manages, operate and promotes the use of the State's major sports, recreation and leisure facilities.

<https://www.stadiums.qld.gov.au/>



#### KEY ACCOUNTABILITIES

- Assist the Aquatic Manager in the management of the Aquatic Centre and its aquatic programs.
- Oversee the daily operations of the Aquatic Centre to ensure adherence to aquatic supervision plan on allocated shifts including, pools and lifeguarding, water quality and facility and equipment maintenance.
- Supervise and coordinate the activities of staff including directing and managing their daily work activities; maintaining and updating rosters; scheduling rotations and breaks; and address and responding to issues in an appropriate manner.
- Review staff training requirements and develop and deliver regular training programs in accordance with compliance requirements and industry best practice.
- Mentor staff, providing feedback and support to contribute to their positive performance, which includes management of their annual performance and development plans.
- Maintain record of aquatics staff certifications and ensure all staff maintain current certifications.
- Develop, implement, and maintain policies and procedures in accordance with WHS and relevant industry compliance requirements.
- Contribute and lead aquatic staff to the delivery of events, function, and facility bookings to ensure hirers requirements are met and positive working relationships with hirers, key stakeholders, suppliers and tenants are maintained.
- Lead emergency situations and undertake required safety functions, reporting incidents/hazards including completion of regular venue inspections and fulfil the role of Chief Warden within the venue.
- Satisfactorily address any customer enquiries, suggestions and complaints promptly as required to ensure positive working relationships are maintained with hirers and patrons.
- Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of workplace health and safety, equal employment opportunity, workplace harassment, bullying and discrimination.

#### MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- Minimum 2 year operational and supervisory experience in an aquatic and / or multi-purpose sporting facility with responsibility for handling emergency situations.
- Pool Lifeguard Certificate including the following components:
- HLTAID001 Perform Cardiopulmonary Resuscitation, (SISCAQU002) Perform Basic Water Rescues, (SISCAQU006) Supervise Clients in an Aquatic Facility or Environment, (SISCAQU007) Perform Advanced Water Rescues, (PUAEME001B) Provide Emergency Care, (PUAEME003C) Administer Oxygen in an Emergency Situation
- First Aid Certification (HLTAID003)
- Advanced First Aid (HLTAID006)
- Working with Children Check - Blue Card (possess or ability to obtain upon appointment)
- Ability to dive underwater to a depth of five (5) metres.
- Ability to swim 200m in under six (6) minutes.
- 25m swim/25m casualty tow in under two (2) minutes and 30 seconds.
- A pre-placement medical assessment is a requirement of this job, unless previously undertaken as a current



employee of Stadiums Queensland.

- An appropriate level of physical fitness is required to be maintained. (Note: mandatory qualifications must be always current and updated, as required).

## KNOWLEDGE, SKILLS AND EXPERIENCE

### ESSENTIAL

- Demonstrated experience in supervising staff including the ability to direct, guide, motivate and delegate tasks.
- Demonstrated experience in delivering high quality customer service to hirers and patrons alike to handle difficult situations.
- Workplace Health and Safety training and knowledge of Workplace Health and Safety legislation.
- Ability to develop and apply procedures relating to the delivery of aquatic operations.
- Knowledge of events management, particularly associated with Aquatic events.
- Demonstrated knowledge of emergency procedures and ability to assume responsibility in emergency situations.
- Knowledge or risk identification and risk management issues.
- High work ethic, commitment to professional presentation, ethical practice, and flexibility in the workplace.
- Possess or ability to obtain upon appointment - Pool Plant Operations Certification including the following components:
- SISCAQU001) Test Pool Water Quality, (SISCAQU003) Maintain Aquatic Facility Plant and Equipment (SISCAQU004) Develop and Implement Pool Water Maintenance Procedures (SISCAQU005) Develop and Implement Aquatic Facility Maintenance Procedures (BSBRSK401) Identify risk and apply risk management processes.

### DESIRABLE

- Experience using timing gear equipment in an aquatic environment.
- Hepatitis A immunisation (the role has been identified as having an associated risk of contraction of this vaccine preventable disease)



OUR VALUES



**Enthusiasm and passion**

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



**Professional, commercial and accountable**

We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.



**Customer-centric, innovative and agile**

We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.



**Authentic, transparent and respected**

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.

#### ADDITIONAL INFORMATION

- Some out of normal hours work and work on weekends will be required.
- Whilst this position is currently located at the Sleeman Sports Complex, the successful applicant may be required to work from any of SQ's venues or offices.
- Travel inter/intrastate may require some overnight stays away from the position's location.
- This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.
- SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.
- All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.
- Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.
- All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.
- SQ employees are required to adhere to security procedures at all times, support and contribute the effectiveness of protective security measures through security awareness, vigilance and reporting.
- Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.
- Information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.
- Applications will remain current for a period of 12 months.
- Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.
- Applications should include a current Resume/Curriculum Vitae.



ORGANISATIONAL STRUCTURE

