

JOB DESCRIPTION
August 2023

Title & Reporting Relationships

Position Title:	Aqua Fit Instructor, Kaiako Whakangungu Tinana, Aquatic Facilities, Community Services Group
Grade	NA
Reports to:	Aquatics Training and Programme Coordinator
Direct Reports:	Nil
Purpose of the Group and the Position:	<p>The Place and Space Group comprises 5 teams; Aquatics Facilities, Libraries and Cultural Services; Parks, Open Space and Environment, Property and Facilities Maintenance, Place and Space Marketing and Events, and Property & Facilities and Parks, Open Space & Environment.</p> <p>Within this Group the Aqua Fit role works within the Aquatics Facilities team to provide Aqua Classes to the community. This role is responsible for planning and delivering Aqua Fit classes for different ages and abilities.</p>
Indirect Reports:	Nil
Internal Contacts:	Aquatic Facilities Team
External Contacts:	Pool Users

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

Our behaviours demonstrate our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi on the operations of a local authority.

Functional Key Results

Technical

- Plan and deliver Aqua classes in a format suitable to the needs of the community and make changes as required on an on-going basis.
- Ensure routines provide the industry standard levels of difficulty and are appropriately advertised.
- Design routines that are fun and exciting to participate in.
- Deliver classes in a manner that encourages full participation and return patronage.
- Keep up to date with Aqua Fit principles and ideas and implement as appropriate.
- Report on uptake of classes on a monthly basis or as required.
- Analyse components of classes and report on success and satisfaction of students.
- Modify unsuccessful routines.
- Coach and mentor other Aqua Fit staff in principles and routines as requested by the SwimSchool Manager.

Legislative Compliance

- Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).

Project Management

- Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.
- Ensure Council processes and procedures are complied with.

Customer Service

- Maintain a professional, courteous attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence.
- Maintain confidentiality at all times.

Teamwork

- Participate willingly and positively in the orientation and training of new staff in specific areas, providing coaching/buddy support as required.
- Provide a contribution to or participate in any projects and initiatives within the Group/organisation where the opportunity arises.
- Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.
- Fully participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.

Financial Management

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

Monitoring and Reporting

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

Relationship Management

- Build and maintain effective professional working relationship with all key stakeholders.

- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

Information Management

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Exhibit behaviours consistent with the established values of the Council.
- Contribute positively and effectively to the operation of the team and the Group.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behaviours consistent with the understanding of the Treaty of Waitangi and its application for the Council
- Attend regular facility and Aqua Fit training as appropriate.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by practising safe work methods, identifying work place hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- Taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person;
- Reporting any hazards you become aware of in the workplace;
- Observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- Notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- Notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for dealing with a wide range of people within and outside the organisation.
- Holder of a current and valid NZ Drivers' licence

- Possess skills and experience (or proven aptitude) to plan and deliver aquatic fitness classes to all ages and abilities
- Hold (or be prepared to obtain) a current First Aid Qualification.

OTHER INFORMATION

Civil Defence, Emergency Management and Business Continuity Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.)

Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.

