



## JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

**POSITION TITLE:** Sports Centre Manager

**POSITION CLASSIFICATION:** Lutheran School Officer Grade 4

**TENURE:** As advertised

**SPECIFIC CONDITIONS:** This role requires flexibility to ensure the ongoing operation of plant and equipment on a 24/7 basis. The incumbent will be paid an appropriate on-call/recall allowance as compensation for this requirement.

## JOB DESCRIPTION

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### 1. Summary of the broad purpose of the job in relation to the College's goals

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At Immanuel College, we actively strive to provide an education in a Christian context where the whole person can grow and develop.

The Sports Centre Manager is responsible for management of the Immanuel College Sports Centre, utilising appropriate facilities and risk management policies and practices, and ensuring compliance with all relevant regulatory and industry standards. In addition, this role provides leadership and direction to all users of the Centre and ensures that all areas are maintained and operated with the highest regard to safety, quality and service.

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### 2. Reporting/Working Relationships

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The Sports Centre Manager is responsible to the Property and Facilities Manager and is required to work collaboratively with PE and Sports faculty staff, teaching and professional staff as well as maintenance staff, commercial operators, visitors and members of the community. This role supervises lifeguards as necessary and engages and monitors the performance of cleaning and maintenance contractors.

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### 3. Special Conditions

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The Sports Centre Manager is employed under the terms and conditions specified in the Lutheran Schools SA Enterprise Agreement, as varied from time to time.

The Centre has plant operating 24 hours a day and is regularly used between 5.00am - 10.30am; 3.00pm - 8.30pm Monday – Friday and between 6.00am – 1.00pm on weekends. While systems are managed and maintained to ensure some stability in working hours, the Sports Centre Manager must be flexible, willing and able to respond to issues as they arise on weekends, evenings and early mornings as necessary and will be eligible to receive an on-call/re-call allowance as compensation for this flexibility.

The Sports Centre Manager is required to wear a uniform approved by the Principal.

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### 4. Statement of Key Outcomes and Associated Activities

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The role of Sports Centre Manager encompasses activities within the following Key Result Areas (KRAs):

- **Sports Centre Management**
  - Foster positive relationships with all people using the Centre and manage those relationships on behalf of the College in accordance with applicable license, hire and shared use agreements.
  - Ensure all users of the Centre operate and behave in ways that are in-line with the values and objectives of the College and in support of each other.
  - Undertake research and investigations into a range of matters as necessary, including regulatory requirements relevant to the Centre and issues relating to the operation and maintenance of pool plant and equipment.
  - Initiate, develop and implement policies and work practices in line with the College's risk management framework.
  - Ensure appropriate security arrangements are in place to ensure the Centre is protected from damage, theft and other risks.
  - Ensure all staff have and maintain appropriate up to date qualifications.
  - In consultation with iSwim:
    - Organise a lifeguard roster for College PE classes
    - Manage the programming of all activities in the aquatics centre.
    - Provide support for all bookings of the aquatics centre during College hours.
    - Provide support for all bookings for the internal courts, gymnasium and external courts
  
- **Operation of Pool Plant**
  - Monitor pool plant operations and water and air quality to ensure compliance with testing requirements.
  - Ensure air handling, water treatment and other plant and equipment is operated and maintained in accordance with design specifications, regulatory requirements and industry standards.
  - Undertake plant room and pool maintenance tasks as required, including backwashing plant filters; adding chemicals; etc. to maintain water balance within desired levels.
  - Carry out daily pool and pool deck cleaning
  
- **Maintenance and Repairs**
  - In consultation with the Property and Facilities Manager, ensure a program for preventative maintenance is maintained.
  - Maintain a program for regular weekly inspections of equipment and facilities to ensure all necessary checks and actions are carried out and recorded.
  - Notify Property and Facilities Manager as required in regard to the regular maintenance and refurbishment of sports floors in accordance with suppliers' guidelines and operational needs of the College and Licencees.
  - Maintain processes and systems to ensure issues requiring repair or maintenance are identified and notified to Property and Facilities so that they can be acted on promptly.
  
- **Cleaning**
  - Maintain standards for cleanliness and cleaning throughout the Centre and negotiate as necessary with users to ensure all fulfil their respective obligations.
  - Oversee the performance of contract cleaners and College staff involved in cleaning.
  
- **Health and Safety**
  - Maintain a strong awareness and understanding of health and safety regulations and industry standards relevant to the Centre and ensure these are complied with at all times.
  - Provide strong leadership and direction in ensuring the Centre is safe for its intended purposes at all times.
  - Develop, maintain and implement a comprehensive Health and Safety program for the Centre consistent with the College Health and Safety Management policies and system.
  - Undertake regular inspections and risk assessments to identify hazards and act as necessary to rectify problems identified.
  - Ensure safe work practices are adopted at all times, including the use of correct protective equipment when handling chemicals.
  - Report or make recommendations as necessary to avoid, eliminate or minimise hazards.

- Record, investigate and report to the Director of Business all accidents, incidents and near misses, including details of action taken to manage any ongoing risks.
  - In consultation with the Chief Warden, develop and maintain an Emergency Response Plan for the Centre and act as Area Warden in an emergency situation. Ensure all users are aware of the requirements in the event of an emergency or critical incident, and that they consistently comply with those requirements.
  - Ensure RLSSA Guidelines for safe pool operations, statutory requirements and other professional standards for safety are adhered to
- **Financial management**
    - In conjunction with the Property and Facilities Manager:
      - Develop and maintain an infrastructure management and investment plan.
      - Prepare financial estimates and forecasts covering all aspects of the Centre's operations and report as necessary in line with the College budget and financial review processes.
      - Monitor income and expenditure as necessary to ensure budgets are achieved and report regularly on progress against budget and any other financial issues of significance.
    - Adhere to the College policies and processes for purchasing of goods and services.
- **Team contribution**
    - Work cooperatively and collaboratively with staff, customers and visitors to deliver required job outcomes
    - Actively participate in team meetings
    - Identify opportunities to improve performance and discuss opportunities openly and objectively.
- **Other duties as directed.**
- **Work Health and Safety**

This role is deemed to be a Worker under the *Work Health and Safety Act 2012 (SA)*. As a Worker, while at work the employee must:

    - Take reasonable care for his or her own health and safety
    - Take reasonable care that his or her actions or omissions do not adversely affect the health and safety of other persons
    - Comply with any reasonable instruction given by the College
    - Assist in the support of a safe workplace by reporting hazards, incidents and potential risk
    - Appropriately use any equipment provided at the workplace
    - Cooperate with any reasonable policy or procedure of the College that is related to health and safety in the workplace that has been notified to workers

## EMPLOYEE SPECIFICATION

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### 1. Educational/Vocational Qualifications

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- Current Working With Children Check or legislative equivalent
- Evidence of current mandatory notification training completion
- Current Pool Managers Certificate (minimum 2-day program certification)
- Current Royal Lifesaving Society Pool Lifeguard qualification
- Current Provide First Aid Certificate
- Current Driver's License
- Valuing Safe communities training with LESNW or willingness to complete upon appointment

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## **2. Personal Skills, Abilities and Aptitude**

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- **Skills**
  - Highly developed time management, negotiation and organisational skills with the ability to set priorities and meet deadlines for self and other employees
  - Excellent written, verbal and interpersonal communication skills with the ability to interact confidently and sensitively with staff, parents and students
  - An eye for detail and very high standards in regard to quality and cleanliness.
  - A strong commitment to customer service and helping people;
  - Intermediate level capability in word processing and spreadsheet applications
  
- **Abilities**
  - Demonstrated ability to establish effective working relationships based on mutual respect
  - Energetic, reliable and self-motivated with the ability to initiate actions and work effectively with minimal direction
  - Proven ability to maintain confidentiality of commercially and personally sensitive information
  
- **Aptitude**
  - Appreciation of, and commitment to, the Christian values and ethos of the College
  - Honesty, integrity, compassion in all actions
  - Be actively engaged in and meaningfully contribute to College activities

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## **3. Experience**

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The Sports Centre Manager is required to demonstrate experience of:

- Management of sporting facilities and infrastructure including an Aquatic Centre
- Directing the activities of staff and contractors in a facilities management context

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## **4. Knowledge**

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The Sports Centre Manager is required to demonstrate high level knowledge and understanding of the requirements for:

- Effectively managing and maintaining a complex sports facility and associated infrastructure and equipment
- Managing an aquatic sports facility including legislation, regulations, RLSSA Guidelines and industry standards as they relate to water management
- Pool supervision, water safety, first aid, resuscitation, and rescue techniques

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## **5. Classification Level**

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The position of Sports Centre Manager is classified as Lutheran School Officer Grade 4. The Lutheran Schools SA Enterprise Agreement details relating to roles and responsibilities at this Grade Level.

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## **6. Performance Standards and Review**

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Ongoing review of performance will be conducted by the Line Manager. Performance will be monitored through means consistent with the performance measures identified above and/or other measures considered by the College as relevant to the position.