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## OFFICIAL NOTICE

7 November 2023

### **VACANCY FOR LIFEGUARD/POOL OPERATIVE**

If you are looking for a rewarding career and an opportunity to work within the Gibraltar Sports and Leisure Authority, an exciting opportunity has arisen to join our team as a fully qualified Lifeguard/Pool Operative. Applications are invited from the general public, who must by virtue of their citizenship, be entitled to take up employment in Gibraltar, and are, or on employment will be, resident in Gibraltar.

The GSLA Swimming Pools are found in both our Pool Complexes at Europort Road and the Lathbury Barrack Sports Complex. Successful applicants may be expected to work at other facilities which may fall under the GSLA's remit from time to time.

1. The post is permanent and pensionable under the choice of one of the HM Government of Gibraltar Contributory pension schemes, after having successfully completed a six month probationary period.
2. There is a requirement for working of shifts on a rotational 5 day week basis of which post is conditioned to a 40 hour week. This is inclusive of weekend and Public Holiday working. Salary for the post is at £24,925 per annum with an additional Shift Allowance of 12.5% on basic salary. Premium payments for weekend working are also payable.
3. Eligible applicants must meet the criteria within the post's Job Description and Person Specification attached at Appendix A.
4. The successful candidate must be prepared to continue with ongoing training as and when this is required and maintain a record of their continuous professional development to ensure standards of practice are kept to a high level.
5. **Applicants are required to be in possession of a RLSS Swimming Pool Lifeguard qualification which includes First Aid. However, should you not be qualified and are still interested in applying, we will be offering the opportunity to attend a lifeguarding course on week**

**commencing 20 November 2023 which includes an initial competency test that must be completed successfully to qualify to undertake the lifeguard course.**

6. Should you then be successful you will be eligible to attend an interview.
7. In addition, completed Vetting forms along with a copy of identification should be submitted together with your application form by the closing date. Please note that we request copies of identification in order to comply with the Royal Gibraltar Police' vetting requirements.
8. Application forms along with details and further particulars, may be obtained from the Chief Executive Officer, Gibraltar Sports and Leisure Authority, Bayside Sports Centre, Bayside Road, Gibraltar (telephone 20078409), or downloaded from our website [www.gsla.gi](http://www.gsla.gi) and should be submitted together with all relevant original certificates to email: [info@gsla.gi](mailto:info@gsla.gi) not later than **12 NOON on 17 November 2023**

**GIBRALTAR SPORTS AND LEISURE AUTHORITY****JOB DESCRIPTION**

**JOB TITLE:** LIFEGUARD/POOL OPERATIVE –  
**GRADE 13**

**RESPONSIBLE TO:** FACILITIES MANAGERS  
Through the Pool Manager

**CONDITIONED TO:** 40 hr week

**SUMMARY**

Undertakes lifeguarding duties at any of the facilities under the GSLA's remit, the Outdoor Bathing area and all ancillary facilities.

Maintains the facilities of the Authority in clean and orderly condition and performs the following duties in addition to such other additional duties or work as the Authority may from time to time direct him to undertake.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:-

1. To undertake Lifeguarding duties as required by the facility's Normal Operating Procedures (NOP's) and as directed by the Pool Manager(s).
2. To undertake elements of cleaning including poolside, changing areas and outdoor areas, as directed by the Pool Manager, to keep facility hygienic and safe for users.
3. To ensure that any of the facilities under the GSLA's remit including all ancillary facilities and its dependencies, as required, are properly used by users, officials, spectators and other visitors, as directed by the CEO through the Pool Manager(s). To report misuse of these facilities to the Pool Manager(s).
4. To be fully aware of all Emergency Operating Procedures (EOP's) and initiate them when required and complete the necessary Report Forms after such events.

5. To report any malfunction of equipment, repairs and/or minor works required and carry out said repairs if necessary. To provide assistance to external contractors if and when required to maintain the facilities and equipment in an efficient manner. Particular attention to be given to pool sanitary issues, mobility equipment, poolside amenities, and sea access points (during summer season).
6. To suggest to the Pool Manager ways in which the service to the general public can be improved or the likelihood of accidents can be minimized.
7. To attend to Reception duties when directed by the Pool Manager(s), dealing with queries from the general public.
8. To provide support to the Sports Development Unit.
9. To carry out manual and cleaning work, as instructed by the Pool Manager, in connection with the preparation, maintenance and running of the swimming pools and to support/lead programmes organised by the Authority, as necessary.
10. To undertake training as required.
11. Generally to assist in the provision of an efficient service to the users and in this connection to undertake any other duties appropriate to the grade, in accordance with the contract of employment, and as directed by the CEO or his representative.

## **REQUIREMENTS:**

- a) Required to work unsocial hours which may include weekends, public holidays and/or overtime.
- b) Knowledge of spoken and written English and spoken Spanish desirable.
- c) Full Lifeguard Qualification or equivalent essential.
- d) Previous experience in manual work or specific skills relating to maintenance activities desirable.
- e) Knowledge of First Aid and Health and Safety Regulations desirable (ongoing training will be provided if requested).

## PERSON SPECIFICATION - LIFEGUARD/POOL OPERATIVE

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications:</b>	Must be in possession of a RLSS Lifeguarding qualification which includes First Aid.	<p>Three GCSE (or GCE 'O' Level) passes at A, B or C grade, or CSE grade 1, one of which must be in English Language and/or;</p> <p>A full GNVQ (Intermediate), BTEC (Intermediate) or (First Diploma) together with a GCSE (or GCE 'O' Level) pass at A, B, or C, or CSE grade 1 in English Language or;</p> <p>Safeguarding Level 1 qualification or be prepared to undertake the qualification on appointment to the post.</p> <p>Basic Health and Safety qualification or a commitment to complete this training whilst appointed to the post.</p>
<b>Experience:</b>	Experience in Customer Care and dealing with the General Public	<p>Experience working within a Sport and Recreational Facility/Complex</p> <p>Experience in assisting with the coordinating of events</p> <p>Experience in dealing with HM GoG or locally approved Contractors</p>
<b>Knowledge:</b>	<p>Knowledge and interest in sport and leisure and awareness of GSLA Facilities</p> <p>Good command of Spoken English and Spanish language</p> <p>Good Command of written English</p> <p>Knowledge in writing reports and maintain accurate records</p>	<p>Knowledge of GSLA Functions</p> <p>Knowledge of Health and Safety</p> <p>Knowledge of HMGoG Policies and Procedures</p>

<b>Key Skills and Behaviours:</b>	<p>Have good communication skills both verbal and written in English and Spanish.</p> <p>Ability to plan and prioritise tasks.</p> <p>Have good organisational skills.</p> <p>Ability to work under pressure and to tight deadlines</p> <p>Ability to approach a wide range of problems using sound judgement</p>	
<b>Key Skills and Behaviours Con't:</b>	<p>Able to work methodically, accurately and with attention to detail.</p> <p>Able to work well in a team environment, on own initiative.</p> <p>Able to be discreet, professional and have a respectful manner at all times.</p> <p>Able to follow clearly defined work instructions and procedures.</p> <p>Willingness to take on responsibility</p> <p>Willingness to work with external providers, agencies and other Government Departments</p> <p>Show eagerness to continue training and keeping standards of professional practice.</p>	
<b>Other Requirements:</b>	<p>Must be able to work on a shift rotation inclusive of Weekend and Public Holiday Working.</p> <p>Must be willing to be on recalled to work on overtime and be called in to work on weekends and public holidays when required.</p> <p>Must be willing to work over and above the conditioned hours for operational reasons, when required.</p>	

