



GIBRALTAR SPORTS AND LEISURE AUTHORITY

JOB DESCRIPTION

JOB TITLE:	SUPPLY POOL OPERATIVE/LIFEGUARD –
RESPONSIBLE TO:	FACILITIES MANAGERS Through the Pool Manager
CONDITIONED TO:	As and When required

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 – POOL OPERATIVE/LIFEGUARD

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	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>
Experience:	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>



<p>Knowledge:</p>	<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 and</p> <p>Knowledge of Health and Safety</p> <p>Knowledge of HMGoG Policies Procedures</p>
<p>Key Skills and Behaviours:</p>	<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>	
<p>Key Skills and Behaviours Con't:</p>	<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>	



Other Requirements:	<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>	
----------------------------	---	--