



## **Post Title: Lifeguard**

**Grade: GLPC – C**

### **Job Purpose**

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services. Have a key responsibility for the Safety of customers in the swimming pools and its surrounding areas. Provide excellent customer service through professional standards being followed at all times. To provide high standards of cleanliness and a safe facility for customers to enjoy / play the appropriate activity or sport. Responsible for setting up breaking down and storing correctly equipment as required to set guidelines and health and safety standards.

### **Individual Leadership Expectations**

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

### **Specific Duties**

1. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
3. Act as first point of contact for visitors / customers answering queries in a polite and professional manner.
4. Maintaining a safe pool environment through excellent lifeguarding practices.
5. Delivering excellent customer service.

6. Carry out regular cleaning and equipment maintenance checks
7. Prepare activity areas as required, ensuring all equipment is set up safely and following health and safety guidelines and facility instructions
8. Attendance to regular NPLQ training as required as part of the qualification
9. Hold an current and up to date NPLQ qualification
10. Follow normal and emergency operations procedures
11. Accurately complete forms and checklists relating to normal duties.
12. Adhere to all health and safety guidelines
13. Administer First Aid in the event of an emergency as required
14. Undertake any other duty and responsibility, which may reasonably be delegated by the line manager
15. To work rota, including evenings, weekends and bank holidays, and to undertake similar work at other sites including cover work.

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**Produced by Andrew Miller – General Manager**

**Date 14.6.24**



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AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
<b>Individual Leadership</b>	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
<b>Change and Innovation</b>	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
<b>Collaboration</b>	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
<b>Equality, Diversity, and Inclusion</b>	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.		✓	
<b>Technical Skills and Knowledge</b>	Ability to check areas for cleanliness and Safety ensuring high standards of cleaning are undertaken at all times.		✓	
	Ability to set-up, Breakdown and store equipment safely and securely		✓	
	Ability to work in a team and with own initiative with limited supervision	✓	✓	
	Ability to record information accurately on checklists and other corporate forms		✓	
	Ability to follow instructions and guidelines	✓	✓	
	Commitment to provide high standards of customer service	✓	✓	
	Ability to work as part of a team and be flexible with duties undertaken	✓	✓	



	Ability to attend further training		✓	
	Able to work flexible hours to cover the needs of the service		✓	
<b>Qualification requirement</b>	RLSS National Pool Lifeguard (9 <sup>th</sup> / edition)	✓		✓
	Hold or be willing to obtain within a 12 week period ASA Level 2 Swimming teacher or Swimming Teacher Award level1	✓	✓	
<b>Working Arrangement</b>	Confirmation of appointment subject to a satisfactory disclosure from the Disclosure and Barring Service (DBS)	✓	✓	✓
	Able to work flexible hours to cover the needs of the service		✓	
<b>A - Application</b>	<b>AC – Assessment Centre</b>	<b>D – Documentary</b>		