Position Description

Assistant Pools' Coordinator - Anangu Lands

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Anangu Pitjantjatjara Yankunytjatjara Lands and is situated on the Far Northwest of South Australia. There are five communities (Ernabella, Pipalyatjara, Mimili, Amata and Yalata) that have swimming pools which are used for both school and community purposes.

Each swimming pool has a designated pool manager to assist with the daily operations of each pool with responsibility to ensure adequate lifeguard supervision, daily pool maintenance, water quality, repair and maintenance of equipment.

The Assistant Pools' Coordinator will be responsible for supporting the Pool Operations Coordinator (POC) in overseeing the operational management of the five swimming pools and working collaboratively with the five Principals and pool managers. School principals retain overall line management responsibilities of their site-based pool manager.

The position will support the POC to provide a high level of oversight, resulting in quality assurance and risk management, to mitigate the significant risks associated with swimming pools.

The Assistant Pools' Coordinator will be deployed, by the POC, to manage community pools in the event that the Pool manager is unavailable or Pool lifeguards cannot be sourced.

The Assistant Pools' Coordinator will at times be asked to undertake the duties of the POC in their absence, if instructed by the Assistant Director Anangu lands partnership.

Position title	Assistant Pools' Coordinator
Classification	OPS3
Division	Partnerships, Schools and Preschools
Directorate	Anangu Education Services
Location	TBC
Reports to	Pool Operations Coordinator
Direct reports	Nil
Role description date	May 2026

What you will do (key outcomes)

1. Assist in the coordination and management of the overall pool functions and services, with a focus on continuous improvement and contribution to the overall achievement of the operational objectives, as prescribed by the Department for Education and any other regulations.
2. Provide relevant guidance and information to Pool Managers, identifying knowledge and skill shortages and needs, and discuss appropriate training with the POC, as well as ascertain and advise on solutions to ensure pools are appropriately staffed at all times
3. Support site leaders with the recruitment process for Pool Manager positions and provide ongoing support and guidance to Pool Managers and lifeguards across all five pool sites.
4. Collaboratively document and update operational procedures in accordance with existing WHS requirements, Guidelines for Safe pool Operations (RLSSA) by liaising closely with the WHS Business Partner (WHS) to ensure WHS compliance. Ensure maintenance schedules are implemented and monitored for the five swimming pools, including relevant safety standards and relevant guidelines for both school and community pool programs.
5. Support to ensure pool compliance with the South Australian Public Health (General) Regulations 2013 and Guidelines for Safe Pool Operations (RLSSA), as well as ensuring that the swimming pools are effectively managed and maintained in accordance with relevant public health legislation and in close consultation with the Community Councils and Environmental Health Officers.
6. Build effective working relationships with key stakeholders including Community Councils and schools Governing Councils, senior leadership and staff members.
7. Support site leaders and pool managers to negotiate, plan and co-ordinate Partnership wide events, training, maintenance and upgrades.
8. Support pool managers and site leaders to actively recruit community members into pool lifeguard roles and provide support to potential employees to undertake training and Department application requirements.
9. Support pools to meet staffing requirements and provide coverage as the pool manager and pool lifeguard if necessary to enable the pools to open.

10. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Professional and Technical Expertise**: Demonstrated ability to coordinate and oversee the operations of multiple swimming pools, drawing on experience and knowledge of pool management practices. This includes ensuring compliance with relevant safety standards and relevant guidelines for both school and community pool programs, monitoring maintenance and water quality requirements, and supporting the consistent delivery of pool programs and services across sites.
- **Time Management**: Ability to develop operational plans and organise work accordingly. Commitment to documenting working hours and seeking approval to work any additional hours
- **Cultural Awareness**: Understanding issues affecting Aboriginal people; particularly in remote Indigenous Communities.
- **Coordination**: Ability to support and coordinate oversee a team of pool managers, fostering effective teamwork by providing advice and mentoring to ensure service standards are consistently maintained.
- **Communication:** High level interpersonal, written, and verbal communication skills with a proven ability to manage and maintain professional working relationships and networks across the organisation, to negotiate, develop, sustain and liaise effectively at a range of levels.
- **Problem Solving**: Ability to use initiative and judgement to identify and resolve problems. Ability to constructively manage conflict, think creatively and develop actions to negotiate and implement sound solutions.
- **Work Health and safety:** Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment; and the legislative requirements of Equal Opportunity and Work Health and Safety legislation

Who you will work with (key relationships)	Qualifications
Pool operations coordinator Principals of each school Pool managers Community organisations Assistant Director, Anangu Lands Partnership Education Director, Anangu Education Services staff Staff and stakeholders working with or in Anangu Schools and preschool sites Key government and non-government stakeholders who provide services across the Anangu Lands	**Essential:** • Current nationally recognised Aquatic Technical Operator skills set (SISSS00131) or most recent superseded version and be prepared to update to the current skills set. • Current nationally recognised Pool Lifeguard skills set (SISSS00133) and be prepared to undertake annual re-accreditation with a registered Training Organisation. **Desirable:** Nil

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You must have a current driver's license and be willing to drive. A timesheet must be completed fortnightly and provided to POC confirming working hours, leave taken and any accumulated approved additional hours. You may need to travel within or outside South Australia. You need to achieve mutually agreed performance goals. You must have a current Working with Children Check. You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training. You must be an Australian resident or provide evidence you have a current work permit. Have or undertake a 2-day 4x4 vehicle training course at the Departments expense). The swimming pools are expected to be open for the community during weekends and holidays. This position supports this initiative and therefore is required to be: • Is to be 'on duty' 37.5 hours per week as 7 day per roster • At all other times during the non-swimming season, and in the event of unexpected pool closure during the season, the Assistant Pools' Coordinator is required to undertake duties as negotiated with POC. Due to operational requirements, the scheduling of accumulated annual leave will be discussed and mutually agreed with Pool Operations Coordinator. Fully subsidised shared housing can be made available.

Assessed by: Hannah Matthews, P&C Consultant		**Approved by**: Michael Bawden, Education Director Flinders Park	
Date: May, 2026		**Date:** May, 2026	