



BFC/SBAA LEC/UKD ADVERT



POOL MANAGER

HR/100/19

VACANCY NUMBER: HR/100/19

GRADE

Clerk 1 / Local Administrative Officer (LAO)

SALARY

BFC Pay Scale 8

SBA Pay Scale 5

For newly recruited employees or current employees on New TACOS: €20,749.00 per annum

CONTRACT TYPE

Full Time

HOURS PER WEEK

36.25-37.50 hours per week

LOCATION

Dhekelia

ELIGIBILITY

To be eligible to apply for this role, you must be a Cypriot National or hold a current and valid Status Stamp, if you are yet to receive your stamp please contact the recruitment team. Please note that priority will be given to Cypriot Nationals.

This advert is running concurrently both internally and externally. Priority will be given to internal employees.

Ensure that your application has been correctly completed and all relevant information about your status stamp has been provided. Failure to do so may result in your application being excluded.

TERMS AND CONDITIONS

Current staff will retain their current terms and conditions, for new staff it will be as per the advert.

CLOSING DATE

Monday 21st December, Midnight, Local Cyprus Time.

Late applications will not be accepted.

ESSENTIAL CRITERIA FOR THE ROLE:

- Qualified Lifeguard Trainer/Assessor.
- Qualified Lifeguard (Royal Lifesaving Society).
- Relevant administrative / clerical experience.
- A good knowledge of office based IT is needed, including Microsoft Office packages (Word, Excel and Outlook) and electronic filing practices.
- A full driving licence.
- You must undergo and pass as security / police check.
- Good use of the English language (both oral and written)



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- You must provide 2 professional references. (Standing requirement).
- Be prepared to self-drive MT vehicle (and prepared to obtain FMT600) to attend meetings across WSBA and ESBA or occasionally in the Republic of Cyprus.

DESIRABLE CRITERIA:

- National Swimming Pool Management Qualification
- Qualified Swimming Teacher (ASA or STA)
- Knowledge of SBA / Community

For specific details of the role please refer to the attached JOB DESCRIPTION

TO APPLY FOR THIS POSITION:

You must complete the application form and include evidence of how you meet the following

CORE COMPETENCES:

- Working Together
- Leadership & Developing People
- Managing Customers and Suppliers
- Planning and Managing Resources to Deliver Business Results

ADDITIONAL INFORMATION:

The recruitment process is a fair and open competition, people will be judged on their own merit.

HOW TO APPLY:

1. To apply for this role please complete the application form located at the following link:
[INTERNAL WEB PAGE](#) [EXTERNAL WEB PAGE](#)
2. This role is assessed against the competency framework. For specific details please refer to:
[INTERNAL WEB PAGE](#) [EXTERNAL WEB PAGE](#)
3. For further information about the role involved please contact: **Maj Adrian Penn Tel No:2474 4207**
4. Once completed **electronically** please send your application by email to:
BFC-SBAA-Recruitment-GpMailbox@mod.gov.uk

Only **electronic** applications via email in the original word format should be submitted (no handwritten applications will be accepted). No hard copy applications will be accepted.

Any forms that are submitted in any other format e.g. bitmap, jpeg, pdf will not be considered

Incomplete forms will not be sifted, please ensure that you complete all the sections on the form.

Only send your application, no CV or any other attachments to the Recruitment group mailbox, please do not attempt to send the application to the Recruiting Line Manager as they will not be able to accept it until it is forwarded through the Recruitment Officer for interview sift evaluation.

Please Note:



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You will receive an email to let you know whether or not you have been successful to reach the interview stage, you will only receive feedback of your performance from the interview stage.

JOB DESCRIPTION

(To be reviewed at recruitment or annually at beginning of Reporting Year)

POST TITLE	Swimming Pool Manager		
Area/Section	Dhekelia	Establishment No	
Grade	Clerk 1/SBAA 5/LAO	Grade Priority	1
Full Time/Part Time	Full time	No of Established Hours	36.25-37.50
Required Security Clearance	Security Check	Position LEC/UKD	LEC
Current Incumbent Name		Employed by BFC or SBAA	BFC
<u>Brief Description of Role</u>			
<p>The Swimming Pool manager/lion's gym assistant is to ensure a key welfare facility is properly managed by ensuring the pool is well staffed with well-motivated and fully qualified lifeguards at all times and the pool area is run in a safe and controlled manner as laid down by RLSS UK and BFC policy. The secondary role which is for when the pool is closed (as it's an open summer pool) is to provide administration support within the lions Gym in the winter months which will involve the booking of Gym inductions/liaison with the cleaning contractors and servicing contractors as and when required, to manage the gym bookings in conjunction with the RiB RAPT CI SNCO.</p>			
<u>Responsible to</u>			
<pre> graph TD A[OC Dhekleia Station] --- B[HCSO] B --- C[RiB RAPT CI (Winter months)] </pre>			
<u>Priorities (list in order)</u>			
<ul style="list-style-type: none"> • Manage the Dhekelia Swimming Pool in a safe and well controlled manner as laid down by current policy and RLSS, BFC, H & S guidelines. • Manage the income of the pool, paying of staff and all accountant paperwork on a daily basis. • To ensure the Pool has at least <u>8</u> well motivated and full trained lifeguards to call upon as required throughout the season. • To ensure a number of extra activities are undertaken on a regular weekly/monthly basis to assist with income generation. Activities such as swimming lessons for all ages, water aerobics (again for all ages and abilities' if feasible), planned pool parties etc. • Manage personnel who work for the pool and their career path in this chosen discipline. • Out of season to work within the Station Lions Gym to become an administrative assistant, assisting in induction bookings and other general administration tasks (issuing of gym fobs, liaison with the contracted staff (cleaning and maintenance), assisting with inspection and assurance visits but also ensuring that any out of season maintenance and repairs on the Station pool is also continued. • Support the business outputs of the Stn Gym. 			
<u>Responsible for (Tasks/Duties)</u>		<u>Percentage (%) of time spent during the working week on each task⁽¹⁸⁾</u>	



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<ul style="list-style-type: none"> ○ Management of Dhk Stn swimming pool and assisting with the Officers mess Pool. Delivery of a busy seasonal programme (timetable); oversight and co-ordination of the delivery of the programme (including liaison with instructors, lifeguards and other agencies; organising events, advertising and raising awareness of the Stn swimming pool and facilities. ○ Conduct training and development of new lifeguards by delivering NPLQ Courses. Deliver lifeguard training and qualification assessment. Organise and manage the lifeguard duty roster. Arrange all lifeguard wages via Regimental Accounts. ○ Coordinate all on going and end-of-season maintenance and repairs to the Stn swimming pool in preparation for the forthcoming season. Maintain and monitoring pool cleaning activities and specialist technical requirements (e.g., chemical balance checks). Manage all Health and Safety aspects relating to the pool in accordance with HSG179 and current DIN. Assisting SO2 PD with all-island swimming pool assurance visit. Carry out all administration and relevant documentation including Pool Safety Operating Procedures (PSOP). ○ Control and administer monies generated for public pool access and swimming activities. ○ Gym facilities manager in support and direction from the RAPTCl SSgt. Assist with the control of bookings and management tasks on of the gym on a day to day basis. Assistance with PT sessions and Stn/ BFC major sporting events. BFC Logistic support for the movement of PT equipment requirements. ○ General office administration including word processing, filing and upkeep of gym display notice boards and recording the PT attendance registers and nominal rolls. Conduct gym induction and carry out all administration for the Card Access system including maintenance of records and replacement of cards. 	<p>30% (in-season) 25% (off-season)</p> <p>20% (in-season) 10% (off-season)</p> <p>10% (in-season) 20% (off-season)</p> <p>5% (in-season)</p> <p>25% (in-season) 35% (off-season)</p> <p>10% (all year)</p>
<p><u>All employees are</u></p> <ul style="list-style-type: none"> • To undertake ad-hoc duties, as required, that may be reasonably expected by the line manager but are commensurate with the grade, and within the unit objectives. • To carry out responsibilities with regard to BFC Equal Opportunities and Health & Safety Policies. 	



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Competences required

Essential:

- Planning and Managing Resources to Deliver Business Results
- Leadership & Developing People
- Working Together
- Managing Customers and Suppliers

Desirable:

- Improvement and Change
- Communicating and Influencing

Training/qualifications required for the post⁽²¹⁾

Essential:

- Qualified Lifeguard (Royal Lifesaving Society)
- Qualified Lifeguard Trainer-Assessor (TA).
- Good working knowledge of Microsoft 365
- Good use of the English language (both oral and written)

Desirable:

- National Swimming Pool Management Qualification.
- Qualified Swimming Teacher (ASA or STA).

Equal Opportunities Responsibilities⁽²²⁾

The responsibility for implementing the Department's Equality & Diversity policies is shared by all staff. The Post Holder has a shared responsibility to ensure that the working environment is free from harassment, and that the dignity of others is respected. The Post Holder is required to take care that his/her own conduct does not cause offence and she/he should discourage colleagues from harassing others. Post Holder will be required to undertake a mandated Equality & Diversity training.

Health & Safety Responsibilities⁽²³⁾

The Post Holder is to take due account of customer care considerations and is responsible for ensuring that their own actions and their environment is free from items/actions that may be considered hazardous to others.

Originator: Line Manager	Dhekelia Station OC	Employee:	
Signed:	Electronically signed	Signed:	
Date:	6 th May 2019	Date:	