

The CRC delivers a range of services to children and adults with disabilities both nationally and locally through our centres in Dublin, Limerick and Waterford and our Outreach Services. The mission of the CRC is that by working together we make a positive difference to the lives of people with disabilities, their families and carers. Our vision is that people with disabilities achieve their potential and live full lives as equal and valued citizens.



Swimming Pool Manager – CRC Clontarf

Initial one-year Fixed term contract, Full time

Monday to Sunday Roster 8am to 8pm, flexibility to work evenings and weekends is essential due to pool opening hours.

Reporting to the Head of General Services and Capital Projects, the Swimming Pool Manager will have responsibility for the management of all aspects of the CRC Swimming Pool and Hydrotherapy Pool located in CRC Clontarf, ensuring the safety and wellbeing of all pool users.

Duties will involve pool plant management, staff management, supervising the day-to-day operations of both pools, and ensuring the highest standards of safety. The pool manager will also be required to attend mandatory meetings and training sessions, manage the administrative and financial aspects of pool management, and maintain a high standard of customer service and professional attitude at all times.

Applicants for this position must meet the following essential criteria:

- Current Irish Water Safety National Pool Lifeguard Award or equivalent, as recognised by the International Lifesaving Federation.
- Current Swim Teacher Qualification accredited by Water Safety Ireland or equivalent
- Previous relevant experience as a pool lifeguard and swimming teacher
- Thorough knowledge of resuscitation including Cardio Pulmonary Resuscitation and first aid. If the successful candidate does not hold a First Aid qualification, s/he must obtain this within 6 weeks of appointment.
- Current accredited Pool Plant Operators Certification. If the successful candidate does not hold a Pool Plant Operators Certification, s/he must obtain this within 6 weeks of appointment.

The following qualifications are desirable but not essential:

- Previous experience as a swimming pool manager
- Previous experience of working with people with disabilities
- Knowledge of using computer software packages, including word processing and spreadsheets (Word and Excel).

Informal enquiries to Jane Mitchell, Head of General Services and Capital Projects, contact 01-8542371. Department of Health Salary Scale, Grade V; Salary range full time € 46,407- € 55,610 per annum. Applicants must demonstrate in their CV and supporting documentation how they meet the above criteria as short-listing will apply.

*Please forward a letter of application quoting relevant reference number **CRC74/22** with a full CV to; Human Resources Department by email to recruit@crc.ie or through Irish Jobs. Applications must be received on or before 5pm, Thursday 1st December 2022.*



Job Specification
Swimming Pool Manager
June 2022

Job Title	Swimming Pool Manager
Location of Post	CRC Clontarf, Dublin 3
Organisational Areas	CRC General Swimming Pool and CRC Hydrotherapy Pool
Details of Service	The Swimming Pool Manager manages all aspects of the CRC hydrotherapy pool and the CRC general swimming pool.
Reporting Relationship	The Swimming Pool Manager reports directly to the Head of General Services and Capital Projects
Purpose of the Post	The Swimming Pool Manager has overall responsibility for managing all aspects of the two swimming pools located in CRC Clontarf
Working hours	The post is full-time, 37 hours per week, to include weekend and evening work, depending on the opening hours of the swimming pools.
Key Working Relationships	<p>The Swimming Pool Manager will</p> <ol style="list-style-type: none"> 1. Work with the Head of General Services and Capital Projects, the CEO and other Senior Managers, Heads of Department and School Principals across CRC. 2. Develop strong working relationships with key external stakeholders including various groups that use the pool, swimming teachers, volunteers and the general public. 3. Develop and promote a positive working environment within the Swimming Pool team, to include pool assistants, life-guards, swimming teachers and other internal stakeholders. 4. Supervise and manage staff, volunteers and contractors in the provision of swimming pool facilities.

Principal Duties and Responsibilities

General

- To arrange the opening and closing of the general swimming pool each day at the agreed hours
- To arrange the opening and closing of the hydrotherapy pool each day, in agreement with the physiotherapy department
- To supervise the day to day operation of the pools ensuring the required levels of staffing, security, safety and general cleanliness are maintained
- To handle all enquiries and complaints in relation to the pools and in accordance with CRC policy
- To maintain an appropriate level of service together with a level of customer satisfaction
- To ensure all relevant equipment and supplies are maintained as required and that maintenance, cleaning, planned preventative maintenance and repairs due are properly carried out
- To operate and manage the chlorination, filtration, ventilation and heating plants
- To test the water in both pools as required by regulations
- To supervise the activities of the pool, such as swimming class, groups, life-saving etc.
- To represent the organisation as required when overseeing operations and staff on site
- To be available for weekends and after-hours by prior arrangement for alarm calls, emergency call outs and planned openings of the pools
- To undertake any relevant course of training to keep up to date with qualifications and requirements as they apply to the job

Administration

- To manage the timetable and programme of use of the swimming pools, in consultation with relevant internal and external stakeholders
- To maintain detailed records of pool use, programming and timetabling, staff working rosters, seasonal hire, booking forms, and so on
- To manage and control income and expenditure in the swimming pools, and to maintain spreadsheets of approved budgets and expenditure
- To present to management of CRC as required, information and estimates of budget requirements, running statements and so on
- To verify and process payments to contractors and staff in accordance with CRC policies and procedures

Health and Safety

- To ensure that all requirements and obligations of the Safety, Health and Welfare at Work Act and Fire Safety Regulations are complied with
- To implement all health and safety requirements within the pools, changing rooms and associated areas
- To maintain current and up-to-date risk assessments, risk register, SOPs and Emergency Action Plans for the pools

Life-guarding duties

- To maintain continuous surveillance of pool users
- To supervise swimmers to ensure that they are swimming within safety protocols
- To act immediately and appropriately to secure safety of users in the event of emergency.
- To take appropriate rescue measures and administer first aid if a swimmer gets into difficulties.
- To administer any necessary emergency care and treatment as required until the arrival of emergency medical services.
- To watch over the pool to ensure that swimmers are not struggling or out of their depth.
- To enforce all pool rules and prevents unsafe behaviour.

Other

- To supervise changing facilities.
- To perform pool chemical checks to ensure safety and hygiene
- To maintain accurate records of pool use and chemical levels
- To perform various maintenance duties as required to maintain a clean and safe facility.
- To check safety and/or performance of buoys or swimming aids as necessary
- To ensure that all pool equipment is stored safely and that any lost items are kept in a safe place
- To perform miscellaneous job-related duties as assigned.
 - To ensure that the pool is operated in the most efficient way giving due consideration for health & safety issues

<p>Eligibility Criteria, Qualifications and/or experience,</p>	<p>Applicants for this position should meet the following criteria:</p> <ul style="list-style-type: none"> • Current Irish Water Safety National Pool Lifeguard Award or equivalent, as recognised by the International Lifesaving Federation. • Current Swim Teacher Qualification accredited by Water Safety Ireland or equivalent • Current Pool Plant Operators Certificate accredited by Ireland Active or equivalent • Previous relevant experience as a pool life-guard and swimming teacher <p>The following qualifications are desirable but not essential:</p> <ul style="list-style-type: none"> • Previous experience of swimming pool management • Thorough knowledge of resuscitation including Cardio Pulmonary Resuscitation and first aid. If the successful candidate does not hold a First Aid qualification, s/he will be required to obtain this within 6 months of appointment. • Previous experience of working with people with disabilities • Knowledge of using computer software packages, including word processing and spreadsheets (Word and Excel).
<p>Post Specific Requirements, additional qualifications and/or experience required</p>	<p>Demonstrate depth and breadth of experience relevant to the post</p>
<p>Skills, competencies and/or knowledge</p>	<p>The candidate must demonstrate:</p> <p>Communication and Interpersonal Skills</p> <ul style="list-style-type: none"> • Excellent communications, leadership, and team working skills • Ability to develop positive working relationships both internally and externally and with all stakeholders • Effective written and verbal communication skills, including the ability to present information in a clear and concise manner, within the organisation and externally • Good interpersonal skills to interface effectively with all stakeholders <p>Professional Knowledge</p> <ul style="list-style-type: none"> • Demonstrate significant knowledge on all aspects of lifeguarding, pool plant management, and swimming pool safety

	<ul style="list-style-type: none"> • A track record of delivery in these areas • An awareness of developing best practice in these areas <p>Operational Excellence</p> <ul style="list-style-type: none"> • Demonstrate flexibility, adaptability and openness to working effectively in a changing environment • Demonstrate excellent organisational and time management skills • Ensure that there is a service user focus in the delivery of pool facilities <p>Organisational / Management Skills</p> <ul style="list-style-type: none"> • Good management skills (forward planning, problem anticipation, conflict resolution, flexibility, decision making) • The ability to evaluate information, judge situations, solve problems and make decisions in a timely manner • Evidence of effective planning and organising skills including awareness of resource management and importance of value for money • Ability to manage deadlines and effectively handle multiple tasks • A working knowledge of MS Office and other relevant software package, particularly MS Excel, Word and PowerPoint and the Internet as a research tool • Commitment to provide a quality service including an awareness and appreciation of the service user <p>Teamwork</p> <ul style="list-style-type: none"> • Show through personal behaviour that only the highest standards of safety are acceptable • Good public relations ability, enthusiasm and initiative, with ability to work as part of a team • Team leadership skills and an ability to influence people and events
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The above Job Description is not intended to be a comprehensive list of all duties involved. The post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.