



NAME OF POSITION: POSITION: RELIEF ATTENDANT (LIFEGUARD), (TEMPORARY) SPORTS & FITNESS CENTRES & SWIMMING POOLS, DUBLIN CITY COUNCIL

POSITION No: 11/2024

INFORMATION BOOKLET

**CLOSING DATE: ROLLING
RECRUITMENT 2024**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR RELIEF ATTENDANT (LIFEGUARDS), SPORTS & FITNESS CENTRES & SWIMMING POOLS(TEMPORARY) MAY BE FILLED.

The nature of this employment is fixed term as the position of Relief Attendant (Lifeguard) provides cover for annual leave, and other leave types, during 2024.

Dublin is a major European Union capital city with a vibrant culture and an innovative economy. **Dublin City Council** is at the heart of shaping the city by providing a diverse, multi-layered and evolving range of services for citizens, businesses, the community and visitors to Dublin. Dublin City Council and its employees provide over 500 services across key functional areas of housing, community, planning, development, environmental, roads and traffic, leisure and culture services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

Dublin City Council's **Sports and Recreation Services** supports, manages and delivers a wide range of sport and recreational programmes and services in the City through its facilities, its staff and the Dublin City Sport and Wellbeing Partnership. Sports and Recreation Services is part of the **Culture Recreation Economic Services Department**, which also includes the Library service, the Parks service, the Hugh Lane Gallery, the Arts Office, City Hall and festivals and events.

An offer of employment will be subject to Garda Vetting prior to any appointment being confirmed.

THE JOB

We require Relief Attendant (Lifeguard), Temporary, with a National Pool Lifeguard Qualification who will play a key role in facilitating the delivery of services, primarily in the Council's Sports and Recreation centres. These centres provide a wide range of services including pool lifeguarding, teaching swimming classes, instructing/teaching a range of fitness classes and gym instruction. The role of the Relief Attendant (Lifeguard), Temporary can also include reception duties, marketing and selling memberships, bookings, general supervision of the facilities, cleaning, and other duties to meet the ever-changing demands of the sports and fitness industry. Relief Attendant (Lifeguard), Temporary are expected to carry out their duties in an enthusiastic manner that enhances public trust and confidence in Dublin City Council and may be assigned to work in any of the City Council's Sports and Fitness Centres or Swimming Pools.

THE IDEAL CANDIDATE SHALL

- possess strong interpersonal and communication skills and have the ability to engage with a wide range of people;
- demonstrate a good knowledge of Health & Safety Legislation and Regulations;
- be committed to and conscious of delivering excellent customer service;
- possess strong planning and organising skills;
- be capable of working in teams and on their own initiative and without constant supervision;
- possess a basic knowledge of IT;

QUALIFICATIONS

CHARACTER:

Each candidate shall be of good character.

HEALTH:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

AGE:

Successful Candidates must not be less than 17 years of age on appointment.

EDUCATION, EXPERIENCE, ETC.:

Each candidate must,

- (a) hold the National Pool Lifeguard Award (Level 2 in the National Framework of Qualifications) of Irish Water Safety **or** the National Pool Lifeguard Award of the Royal Life Saving Society **or** equivalent;
- (b) have read and understood the Irish Sports Council publication “Code of Ethics and Good Practice for Children’s Sport” – please see www.irishsportsCouncil.ie/Participation;
- (c) have good knowledge and awareness of Health and Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace;
- (d) be prepared, if required, to undergo a course of training and procure certificates of qualifications.

DESIRABLE BUT NOT ESSENTIAL:

- Hold an Assistant Swimming Teacher Qualification.
- ITEC level 2 award in Fitness and Exercise (Gym Based).

Prior to taking up duty, all successful candidates will be required to provide evidence that they have the required certification.

DUTIES

The duties of the **Relief Attendant (Lifeguard), Temporary - Sports and Fitness Centres and Swimming Pools**, under the direction and supervision of the appropriate employee of Dublin City Council, shall include the following:-

- supervising activities in swimming pool (where applicable), gymnasium, aerobics room, sports hall and outdoor facilities;
- controlling all parts of the premises, ensuring that order is maintained;
- regulating the admission to the premises, issuing tickets, accounting for cash received and ensuring that the permitted periods of use are not exceeded;
- lifeguard duties on pool deck and/or gymnasium and aerobic studio duties (if appropriately qualified);
- providing assistance to persons in difficulty and rendering to such persons the necessary attention including the administration of First Aid when required;
- instructing individuals and/or groups in swimming tuition, and where suitably qualified aerobics, step aerobics and circuit training or other classes;
- cleaning and maintaining the pool and surrounds, gymnasium, aerobics studio, outdoor facilities, changing areas, toilets and drains;
- undertaking all duties required for the efficient and effective operation of the Sports and Fitness Centres or Swimming Pools;
- undertaking any course of training organised by the Council which they are designated to attend.

At the discretion of Dublin City Council a candidate may be required to undergo Pool Lifeguard test / examination.

SELECTION PROCESS

- Posts of **Relief Attendant (Lifeguard), Temporary – Sports and Fitness Centres & Swimming Pools** will be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.
- Candidates should note that the information provided by them in their application form, will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and/or shortlist candidates in the manner it deems most appropriate.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Local Government and Heritage sanction, be appointed as an appropriate vacancy arises.
- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up appointment within

such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

SHORTLISTING

Dublin City Council reserves the right to shortlist candidates to proceed to the interview stage of the competition. Shortlisting of candidates will be on the basis of information supplied on the Application Form. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

INTERVIEW

The interview will be competency based and marks will be awarded under the following competencies;

- Customer Focus
- Interpersonal Understanding/Communication
- Planning/Organising
- Technical Knowledge & Experience

Please see page 7 of the Candidate Information Booklet for more details.

SALARY

The wage rate for the position of **Relief Attendant (Lifeguard), Temporary - Sports and Fitness Centres and Swimming Pools, 2024**, is: -

€1,163.94 per fortnight or €14.9223 per hour

Rate of remuneration may be adjusted from time to time in line with Government Policy.

All applicants must refer to the Additional Candidate Information Booklet, which can be found on Dublin City Council's Digital Recruitment Platform, for additional relevant information pertaining to the salary scale and the recruitment process.

PARTICULARS OF POSITION

(a) The post is temporary and casual and the holder of the post will be engaged, subject to satisfactory service, as required for 2023.

The nature of this employment is fixed term as the position of Relief Attendant (Lifeguard), Temporary provides cover for annual leave, sick leave and other leave types, during 2024. A contract will therefore be issued on such objective grounds.

(b) The holder of the post will be assigned to the Culture, Recreation & Economic Services Department, Dublin City Council.

(c) Dublin City Council reserves the right to, at any time, assign an employee to any premises in use by the City Council, now or in the future.

- (d) The holder of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

HOURS OF DUTY

The hours of duty are between **6.45 am to 11 pm and cover the whole week including Saturdays, Sundays and Public Holidays, on a rota basis**. The working hours may be subject to alteration having regard to public demand for the use of the Sports and Fitness Centres and Swimming Pools.

UNIFORM

As a condition of employment the holder of the post will be required, at all times when on duty, to wear such uniform and/or items of personal protective equipment as are specified from time to time by Dublin City Council.

CITIZENSHIP

Candidates must, by the date of application be;

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway, or
- b) A citizen of the United Kingdom (UK), or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons, or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa, or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa, or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

Dublin City Council welcomes all nationalities and ethnic backgrounds to join its diverse workforce and we hereby reserve the sole discretion to vary the above requirements from time to time subject to the business needs and staffing requirements

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The *National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016* came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be the subject of Garda Vetting'.
- Subject to the provisions of the *Freedom of Information Act 2014*, applications will be treated in strict confidence.
- Any attempt by a candidate themselves or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to

interview or examine applicants, will automatically disqualify the candidate for the position being sought.

- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment during interviews or on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.
- The onus is on the candidate to keep a regular check on their Email Account as email notifications of updates may sometimes be filtered into your Junk/Spam email folders. Dublin City Council accepts no responsibility for communication not accessed or received by an applicant.

APPLICATION PROCESS

All applications must be made through Dublin City Council's official Digital Recruitment Platform. Please be advised that applications should not be submitted until all sections of the form are completed. For any queries please contact: hrqueries@dublincity.ie

CLOSING DATE

Please note there is currently no closing date stated for this campaign, however please be advised the competition may close at short notice, dependent on the number of applications received. If you are interested in applying for this role in Dublin City Council it is advised you submit your application as soon as possible.

**SENIOR EXECUTIVE OFFICER
HUMAN RESOURCES DEPARTMENT**

Dated this _____ 2024

This document is also available in Large Print, High Contrast Print and Braille on request.

INFORMATION SHEET – COMPETENCY FRAMEWORK

The following competency framework has been developed for the position of **Relief Attendant (Lifeguard), Temporary – Sports and Fitness Centres & Swimming Pools**.

The key competencies for the role are as follows;

Competency	Examples of Behaviours
Customer Focus	<p>Takes pride in the quality of service delivered and seeks to improve it</p> <p>Relates well to others and maintains positive working relationships</p> <p>Represents the organisation positively and professionally when dealing with members of the public and other stakeholders.</p> <p>Is respectful, courteous and professional and remains composed even in challenging situations</p> <p>Actively listens and tries to understand needs and perspectives of others</p>
Interpersonal Understanding/Communication	<p>Ability to develop and maintain good working relationships across all levels of the organisation.</p> <p>Works as part of a team to ensure delivery of plans and schedules</p> <p>Has a strong team ethic of cooperation and mutual support</p> <p>Communicates effectively with confidence and diplomacy</p> <p>Ability to convey their message both written and orally in a clear, concise and comprehensive manner.</p>
Planning/Organising	<p>Ability to plan, organise and schedule work/tasks to ensure that they are achieved on time.</p> <p>Plans ahead, prepares for contingencies and has a back-up plan.</p> <p>Ability to prioritise tasks and manage time effectively to achieve goals.</p> <p>Ability to organise resources to meet the demands of the job.</p>
Technical Knowledge & Experience	<p>Has a range of experience relevant to the position.</p> <p>Understanding of the role of Relief Attendant (Lifeguard).</p> <p>Have a good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee and their application in the work place.</p>