



## **NAME OF POSITION: LEISURE ATTENDANT, SPORTS & LEISURE SERVICES, CULTURE, RECREATION & ECONOMIC SERVICES**

**POSITION No:70/2019**

**INFORMATION BOOKLET**

**CLOSING DATE: MIDNIGHT, ON  
THURSDAY, 9<sup>TH</sup> JANUARY 2020.**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED EMPLOYEES, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR LEISURE ATTENDANT MAY BE FILLED.

**Dublin** is an international capital city and is the economic engine of the region and state. **Dublin City Council** seeks to enhance the city's attraction as a place in which to invest, to work, to live and to visit. Dublin City Council takes the lead role in shaping the strategic vision of the city. It provides a diverse, multilayered and evolving range of services to both citizens and visitors to Dublin, which includes the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. For further information on Dublin City Council please log onto [www.dublincity.ie](http://www.dublincity.ie)

Dublin City Council's Sports and Leisure 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 Leisure 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.

### **THE JOB**

The **Leisure Attendant** will play a key role in the delivery of sports and leisure services, primarily in the City Council's main Sports and Fitness Centres, Markievicz, Ballyfermot, Ballymun, Finglas and Irishtown. 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 also includes 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. Leisure Attendants are expected to carry out their duties in an enthusiastic manner that enhances public trust and confidence in Dublin City Council. Although Leisure Attendants are directly supervised, they are required to demonstrate a flexible approach and have the ability to work effectively on their own and in teams.

**Garda Vetting will apply to all successful candidates.**

### **THE IDEAL CANDIDATE SHALL**

- Have a satisfactory knowledge of sports and recreation services provided by Dublin City Council;
- Be committed to and conscious of providing a professional service both to internal and external customers;
- Have satisfactory experience relative to the duties outlined;

- Possess good organisational skills;
- Have the ability to work on their own initiative, in an independent environment without constant supervision;
- Have an ability and willingness to learn and execute new skills and participate in appropriate training courses where required;
- Possess basic I.T. skills, good communication skills and be capable of keeping appropriate records as required.

## **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.

### **EDUCATION, EXPERIENCE, ETC.:**

Each candidate must, on the latest date for receipt of completed application forms:

- a) Hold the National Pool Lifeguard Award (Level 2) from Irish Water Safety or the National Pool Lifeguard Award of the Royal Life Saving Society or equivalent;
- b) Hold an N.C.E.H.S. (National College of Exercise and Health Studies) or N.C.E.F. (National College for Exercise and Fitness) or equivalent such gym qualification;
- c) Be familiar with the relevant policies and strategies of key bodies involved in sport, recreation and health promotion, including Sport Ireland's Code of Ethics and Good Practice for Children's Sport and Healthy Ireland's Framework for Improved Health and Wellbeing 2013 – 2025;
- d) Have a good knowledge and awareness of Health & Safety legislation and regulations, their implications for the organisation and the employee, and their application in the workplace.
- e) Be prepared, if required, to undergo a course of training and procure certificates of qualifications;

### **Desirable:**

- Hold a Swimming Teacher Qualification.

## **DUTIES**

**The duties of the Leisure Attendant will, under the direction and supervision of the appropriate employee of Dublin City Council, include the following: -**

- (i) Supervising activities in a swimming pool, gymnasium, aerobics room, sports hall and outdoor facilities.
- (ii) Organising, assisting and instructing individuals and/or groups with swimming tuition.
- (iii) Lifeguard duties on pool deck, including:
  - Providing assistance to persons in difficulty and rendering to such persons the necessary attention including the administration of First Aid when required.

- Supervising and controlling all parts of the premises including the entrance area, the swimming pool, gymnasium and changing areas, outdoor areas and ensuring that order is maintained in the Sports and Recreation facilities.
- (iv) Regulating the admission of the public to all parts of the facilities and ensuring that permitted periods of use are not exceeded.
  - (v) Controlling the operation of the booking systems, issuing admission tickets/receipts and accounting for payments received.
  - (vi) Developing and co-ordinating fitness testing programmes which will adequately serve the needs of all customers.
  - (vii) Providing a personal training service to customers.
  - (viii) Organising and instructing in aerobics, kettle bells, step, box fit, circuit training, spinning, aqua aerobics and such other classes as required.
  - (ix) Back washing and maintaining the filtration system and attending to automatic dosing systems when required.
  - (x) Receiving, recording, unloading and storing supplies and equipment at the Sports and Recreation centres.
  - (xi) Cleaning and maintaining the pool and surrounds, the gymnasium, studios, outdoor facilities, changing areas, toilets and drains and environs of the centres.
  - (xii) Carrying out regular water testing, logging of results and taking action if required.
  - (xiii) Have responsibility for the sale of swimming accessories and other items.
  - (xiv) Participate in the marketing, advertising, selling and branding of our services.
  - (xv) Revalidation/renewing of recommended lifesaving and gym qualifications and undertaking any course of training organised by the City Council that he/she is designated to attend.
  - (xvi) Undertake all duties required for the efficient and effective operation of the Sports and Recreation centre.
  - (xvii) Such other duties as may be assigned from time to time.
  - (xviii) The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the City Council.

The duties of the post are to give to the local authority and to

- (a) The local authorities or bodies for which the Chief Executive is Chief Executive, and
- (b) To any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to him or her by the

Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

## SELECTION PROCESS

- Posts of **Leisure Attendant** 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 he/she possesses the qualifications declared for the post and that he/she is otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Planning and Local Government sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.
- 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 he/she fails 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 him/her.

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

## INTERVIEW

The interview will be competency based and marks will be awarded under agreed competencies.

## SALARY

The fortnightly wage scale for the position of **Leisure Attendant** is:

€1,069.64 - €1,085.16 - €1,100.70 - €1,116.12 - €1,131.54 - €1,147.12.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning and Local Government. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

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.**

## HOURS OF ATTENDANCE

The **Leisure Attendant** will be required to work 39 hours per week on a number of different shifts. The hours of duty are between 6.45 am and 11.00 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. Opening hours may vary from centre to centre.

The holder of the position may also be required to work outside his/her assigned hours of duty. Any work, which the holder of the post is authorised or required to do after completion of a normal day's work will be paid at the rates as agreed with the union and appropriately sanctioned, or whatever alternative arrangement is applicable.

## **PARTICULARS OF POSITION**

- (a)** The post is permanent, whole time and pensionable.
- (b)** Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (c)** A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

## **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.

## **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 himself or herself 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 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 his/her 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.

**CLOSING DATE:**

**All applications must be made through Dublin City Council's official Digital Recruitment Platform. For any queries please contact [hrqueries@dublincity.ie](mailto:hrqueries@dublincity.ie)**

**Applications must be submitted before Midnight on Thursday, 9<sup>th</sup> January 2020.**