



BRISBANE BOYS' COLLEGE

Position Title	Aquatic Centre Manager		
Reporting to	Director of Aquatics		
Department	Co-Curricular	Sub Department	Aquatics
Job Type	Fixed term 2026 (term-time)	Hours per week	25 hours
Location	BBC Pool	Last Review	November 2025

Brisbane Boys' College is an established GPS day and boarding school founded in 1902, dedicated to developing boys into worthy leaders and good citizens. Located just four kilometres from Brisbane's centre, we educate students from Prep to Year 12.

Primary Objective

Deliver an industry leading swimming program while ensuring operational efficiency and compliance at the BBC Swimming Pool.

Key Responsibilities

- Manage Pool Timetable for Commercial, Academic and school-based Aquatics Activities in collaboration with Director of Aquatics (DoA) and relevant staff
- Communicate effectively with internal and external stakeholders
- Develop curriculum, pedagogy and progression pathways in collaboration with DoA, Junior School, and Coaching Staff
- Be present to supervise swim lessons to ensure delivery in line with curriculum and stated objectives
- Complete billing and invoicing LTS and Squads
- Ensure budgetary compliance in collaboration with DoA and BBC Finance
- Recruit and train qualified staff, and ensure continued compliance with qualifications and BBC employment requirements
- Ensure BBC Pool is operating with best practices for risk management and compliance
- Plan and deliver holiday programs as and when required
- Teach in-water lessons when required in the event of staff shortages



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Skills and Capabilities

- Effective manager of operational duties
- Advanced communication and interpersonal skills
- Ability to collaborate with stakeholders to deliver a wide range of swimming objectives
- Management skills and the ability to manage a dynamic staff in a fast-paced environment

Qualifications and Experience

- Knowledge and understanding of swimming techniques, development methods and
- Experience in the sport of swimming, with a background in Aquatic Management/Learn to Swim preferred
- Current CPR and First Aid - required
- Swimming teaching qualification via Austswim or Swim Australia (preferred)
- Royal Lifesaving Pool lifeguarding qualifications (preferred), or a willingness to obtain

Performance KPIs

- Achieve annual revenue and surplus targets as determined with DoA and BBC Business Manager
- Achieve enrolment targets in collaboration with DoA

Safeguarding

At Brisbane Boys' College, Safeguarding is everyone's responsibility and every staff member must adhere to the [PMSA Child Safeguarding Processes](#). We are committed to child safeguarding and protecting the welfare of the children and young people in our care. All children and young people have the right to feel and be safe. At BBC we view safeguarding as an integral element of providing a high-level education, which aims to assist our students to develop into thriving adults who are positively connected to each other and to the communities in which they live and to which they will serve.



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Mandatory requirements

- Adhere to the PMSA Code of Conduct
- Comply with College policies, procedures, and training requirements, including those related to occupational health and safety, risk management, child protection, and confidentiality
- Positively support the College's traditions and Christian ethos
- It is a condition of employment that the incumbent must apply for and obtain a Blue Card for Working with Children or current registration with the Queensland College of Teachers prior to and while you are employed in the position

Other

It is not the intent of this position description to limit the scope of the role in any way but instead to give an overview of the key responsibilities. All employees may be required, from time to time, to undertake duties that are outside their usual role but within their skills, competency, and capability. The position description is, therefore, a guide, rather than an exclusive or exhaustive list of duties, and is subject to review and modification by the headmaster or his delegate in response to changes in strategic direction, operational needs, and the growth and development of the incumbent's skills and experience.

Signature

Employee signature below constitutes employees understanding of the requirements essential functions and duties of this position.

Employee signature _____ Date _____

Print Name _____