



CANDIDATE INFORMATION BOOKLET

COMPETITION FOR APPOINTMENT TO THE POSITION OF

GENERAL MANAGER

AT

BUNDORAN WATERWORLD

Closing Date: 17th December 2021

- Bundoran Waterworld Clg is an equal opportunities employer
- Canvassing is not permitted and will disqualify.
- Garda Vetting will apply in the recruitment process
- Further information on Bundoran Waterworld can be viewed on:
www.waterworldbundoran.com

Job Description:

The duties of this position, which will be carried out under the general direction of the Bundoran Waterworld Clg, will relate primarily to the general management, ongoing development, day to day operations and marketing of Bundoran Waterworld.

The General Manager will report to the Company Board. Safe operation of Waterworld for both staff and visitor is of paramount importance to the Board and all duties associated with the role of General Manager should be considered in that context.

Duties will include, but are not limited to, the following:

- To efficiently and effectively manage the Facility in accordance with the policies of the Company.
- To devise and implement management strategies designed to achieve targets, aims and objectives set for each activity or operation
- To promote the facility effectively, liaising closely with all customers, schools, clubs, the local community and business groups
- To undertake the lead role in management and development of the facility.
- To provide leadership, motivation, guidance and control for all staff.
- To ensure compliance with all company policies, financial procedures/regulations and any other legislation appropriate to the operation of the facility.
- Ensure that required financial governance and procedures are applied at all times.
- Preparation of Annual Estimates of Income and Expenditure.
- To ensure effective budgetary control systems are in place.
- To ensure all transactions and commitments are adequately recorded and all statutory and regulatory returns are made.
- To ensure appropriate insurance is in place to cover assets and potential liabilities, and ensure conditions of insurance are being complied with.
- To liaise as required with Statutory Bodies, including Irish Water Safety.
- In conjunction with the relevant local marketing resources, market the facilities and conduct promotional campaigns with a view to maximising utilisation of the facilities by all potential users.
- Proactively liaise with all organisations that could have a need for the Centre.
- Organise Swimming and Life Saving Classes during off-peak/shoulder season periods.
- To ensure that appropriate management structures are in place on-site at all times, including stand-in arrangements that are required from time to time.
- To ensure safe and efficient on-site management is applied at all times, by guiding the Operations Manager in their areas of responsibility. This would include ensuring adequate staffing cover at all times with regard to standards of safety and service.

- To ensure that the training needs of all subordinate staff are met and to devise a detailed training programme to meet all needs.
- Seek external technical advice as may be required from time to time, in the carrying out of the functions of the General Manager.
- To utilise effectively all available resources to maintain and upkeep plant, equipment and the buildings to the highest possibly standard.
- Liaise with the building owners on an ongoing basis, in relation to requirements for capital investment for the building and facilities (contents).
- To prepare and submit such reports and information in respect of the operation of facilities, as may be required from time to time.
- To ensure all facilities, activities and services are operated in compliance to current relevant legislation, guidelines or codes of practice including preparation and implementation of a Safety Statement, reviewed annually.
- To ensure that appropriate administrative arrangements are in place in the facility.
- Attend Board and sub committee Meetings of Bundoran Waterworld Clg as required.
- Such other associated duties as may be allocated by Bundoran Waterworld Clg.

Required knowledge and Skill:

Essential	<ul style="list-style-type: none"> • Minimum 5 years management experience in a similar facility (aquatic centre, pool complex, Water Park or related recreation area). • Third Level Qualification in a discipline relevant to the role. • Good understanding of the complexities associated with the management of a Water Park.
Desirable	<ul style="list-style-type: none"> • Other third Level Qualification(s) in competencies associated with the wider duties of the post. • First Aid Responder (FAR) qualification. • Safety Management qualification. • Health & Safety qualification.

Terms and Conditions:

Salary Scale:

GENERAL MANAGER	
Point	Euro (€)
1	€ 49,000.00
2	€ 50,500.00
3	€ 53,000.00
4	€ 54,500.00
5	€ 56,000.00

Performance based increments, to be approved by the Board.

Pension entitlements:

Employer pension contribution to be negotiated.

Working Hours:

37 hours per week. The seasonal nature of the Waterworld facility will require some flexibility in this regard and will be discussed and agreed with the successful candidate.

Annual Leave:

Annual leave for this position is 25 days and shall be taken at such time or times as shall be considered most convenient having regard to the requirements of the work of Bundoran Waterworld.

Employees shall be entitled to other statutory leave, as appropriate.

Probation:

The successful candidate will be required to serve a 12 month probation period, During this probationary period, performance will be reviewed by the Board after four, eight and twelve months to determine whether they have:

- 1) Performed in a satisfactory manner
- 2) Been satisfactory in general conduct and
- 3) Have a satisfactory attendance record