



**Job Title:** Aquatic Events Assistants (Timing Operator)  
**Responsible To:** Assistant Operations Manager - Aquatics  
**Direct Reports:** None  
**Place of Work:** Ponds Forge International Sports Centre  
**Purpose of Job:** Set up and set down of timing equipment, provide timing services for the swim galas, help set up and set down the competition pool PA system, operator the pool hall scoreboard, assist the Aquatic lead (also the onsite Operations Manager) with any reasonable requests

## **Key Responsibilities:**

### **1 Core Values**

- To promote the Company's Core Values through personal behaviour and by challenging inappropriate behaviour in others.

### **2 Customer**

- To provide excellent customer care for the event organiser/officials whilst working in the timing suite.
- To provide excellent customer care for attendees at an event
- Liaise with the management team to ensure requests made by the event organiser are completed in a timely manner.

### **3 People**

- To liaise with Aquatic lead and Management ensuring that venue capacities are not exceeded.

### **4 Operations**

- To liaise with the Aquatic Lead to ensure all requirements are met with respect to the smooth running of the load ins/load outs and all the events.
- To assist with setting up and setting down swim galas
- To operate controlling the timing systems and scoreboard within the competition pool
- To assist set up, test and set down the competition pool PA system
- To perform any reasonable requests made by the Management team

### **5 Health and Safety**

- To liaise with the Aquatic lead who will liaise with licence authorities, fire service, buildings and environmental health to ensure all statutory obligations are complied with.

- To liaise with the Aquatic Lead who will conduct relevant event risk assessments and to ensure that these are reviewed on a yearly basis.
- To undertake appropriate health and safety training, manual handling, fire evacuation etc.
- To implement and comply with the company Health & Safety Policy, maintaining the safest possible environment for your colleagues, visiting event staff and customers.