

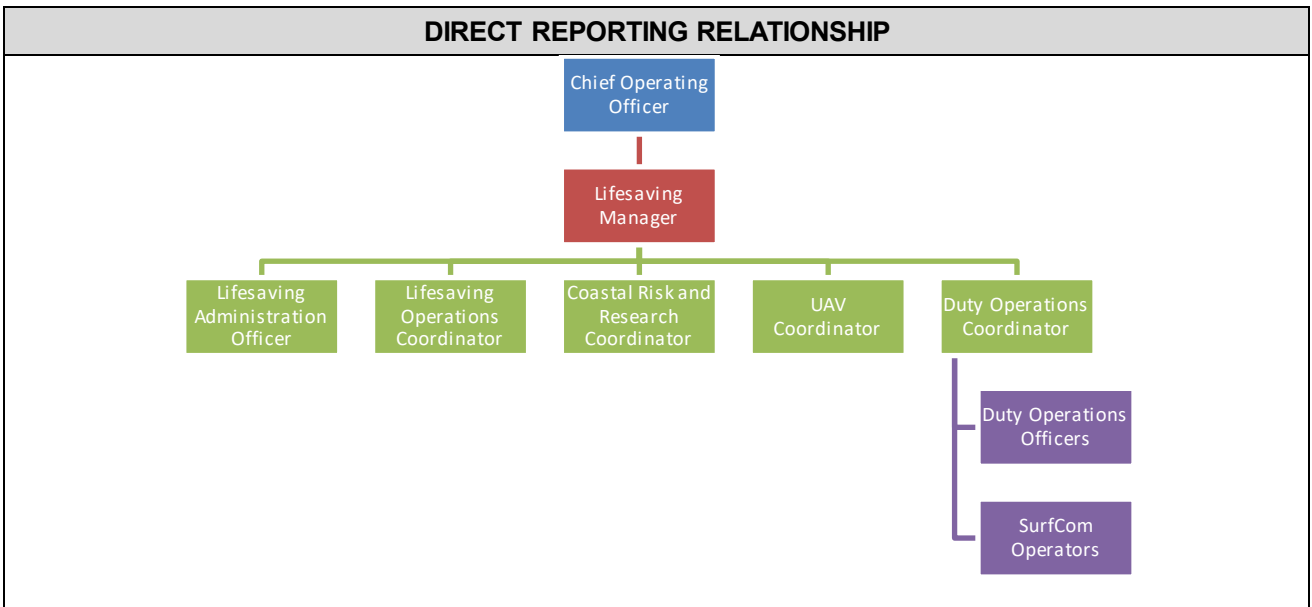


Position Description

Position	Work Location	Position Description Completed
Lifesaving Operations Coordinator	SLSNSW Headquarters	August 2019
Reports To:	Direct Reports:	Department
Lifesaving Manager	NIL	Lifesaving

PURPOSE STATEMENT

Responsible for assisting in the coordination and provision of lifesaving operations, programs and resources in support of Surf Life Saving NSW Strategic Plan. This role will focus on continuous improvement of lifesaving operations to ensure SLSNSW remains contemporary and has the capacity and capability to deliver and to protect lives.



SELECTION CRITERIA	
Essential	Desirable
<ul style="list-style-type: none"> Administration experience; Project management skills. Excellent communication skills both written and verbal; Knowledge & experience of Surf Lifesaving operations particularly gear and equipment; Accuracy and attention to detail; Demonstrated ability to professionally communicate with various groups both internal and external to the organisation; Sound computer Skills particularly Microsoft Word, Excel and Outlook; Proven ability to work autonomously yet successfully contribute to a cohesive team environment; Demonstrated ability to organise work, balance priorities and complete allocated tasks within set timeframes; Ability to make decisions with regard to administration systems and procedures; Driver's License; Flexible attitude to work, occasional weekend work. 	<ul style="list-style-type: none"> Understanding of risk assessment and auditing processes Silver Medallion IRB Driver Tertiary Qualifications: <ul style="list-style-type: none"> Cert III in Public Safety (Aquatic Rescue) or above Cert IV in WHS or above SLSA Bronze Medallion (or equivalent) and demonstrated experience of Surf Life Saving functions, activities and awards;

KEY OUTCOMES (KRA)	
Outcomes	Key Activities
Lifesaving Improvement Program	<ul style="list-style-type: none"> • Coordinate and administer Lifesaving Improvement Program for lifesaving Clubs and Services. • Develop and maintain resources and collateral • Ensure continuous improvement of lifesaving patrols • Provide guidance to Branches to administer the program • Ensure Patrol Improvement Notices are recorded
Lifesaving Service Agreements	<ul style="list-style-type: none"> • Coordination for the review of the Lifesaving Service Agreements • Support clubs and branches in determining service levels based on evidence and capability.
Information Management & Collateral Documents	<ul style="list-style-type: none"> • Coordination for the review of the SLSNSW Standard Operating Procedures (SOP's) as needed • Coordinate and provide support to development of Patrol Operations Manuals (POM's). • Develop and Maintain lifesaving operations procedures & Patrol Captain Guides • Maintain online E-copy collateral, documents and manuals • Circulate circulars and memos for various programs
Incident Investigations	<ul style="list-style-type: none"> • Documenting and reporting on maritime incidents and member injuries to relevant agencies • Administer and review all vessel and member injury incidents, investigations and exemptions. • Liaise and manage relationships with external agency contacts where required, including: <ul style="list-style-type: none"> ○ Roads and Maritime services (RMS) ○ NSW Police ○ SafeWork
Research and Development	<ul style="list-style-type: none"> • Ensure innovation is harnessed throughout lifesaving operations • Identify and investigate gear and equipment to ensure both lifesaving and community safety is continually improved. • Consult and collaborate with both internal and external stakeholders in conducting trials of equipment. • Contribute to national reviews and discussions on lifesaving gear and equipment
Project Management	<ul style="list-style-type: none"> • Coordinate and administer Lifesaving projects that align to the Strategic Plan • Consult and collaborate with members, staff and external agencies as when required
General Lifesaving Duties	<ul style="list-style-type: none"> • Assist with administration, coordination & provisions of lifesaving programs and resources in support of SLSNSW objectives where necessary, • Attend to special projects and other reasonable duties as required from time to time as required by the Lifesaving Manager.

PERFORMANCE STANDARDS (KPIs)	
Outcomes	Key Performance Indicators (KPI's)
Lifesaving Improvement Program	<ul style="list-style-type: none"> • Provide evidence based reports and data analysis • Ensure Patrol Improvement Notices are recorded and actioned when required. • The Patrol Improvement Program is reviewed and updated biannually. • Annual report of the Lifesaving Improvement Program is produced prior to the end of season de-brief. • Branches and clubs are consulted and understand the process and requirements.
Lifesaving Service Agreements	<ul style="list-style-type: none"> • Ensure all 129 Lifesaving Service Agreements are current prior to season each year • Ensure the State Operations Centre update their database to reflect current service levels.
Information Management & Collateral Documents	<ul style="list-style-type: none"> • Liaise with the Lifesaving Manager to administer the reviews of SOP sections as need • Ensure SOP's are up to date online and new SOPS are sent out to clubs, services, branches as required; • Order/supply administrative resources – ensure adequate supplies of log books, forms for each season; • Quarterly meetings are to be held with both Branch Directors of Lifesaving and State Duty Officers
Incident Investigations	<ul style="list-style-type: none"> • Incident database is up to date and accurate • Advice provided on risk mitigation and solutions to help prevent incidents from reoccurring is timely and evidence based • With the Lifesaving Manager, ensure effective administration and review the compliancy and any major incidents in line with NSW Maritime requirements and SLSNSW exemptions; • Provide an annual report on major incidents that have occurred within SLS services.
Research and Development	<ul style="list-style-type: none"> • Actively contribute to national reviews and discussions on lifesaving gear and equipment • Gear and equipment manual is up to date and identifies preferred models and reliable suppliers in NSW – online • Best practice advice on lifesaving operations is based on effective research and is evidence based. • Ensure the branches are updated with all R&D projects on a quarterly basis.
Project Management	<ul style="list-style-type: none"> • Ensure ENVISIO is updated and projects meet the required timeframes. • Effective consultation with all internal departments on new projects is evident to ensure visibility. • Ensure projects do not exceed budgets.
General Lifesaving Duties	<ul style="list-style-type: none"> • Other projects as allocated from time to time by the Lifesaving Manager are carried out in a timely manner in line with agreed workplan.

CORE RESPONSIBILITIES (ALL STAFF)

Accountabilities	Key Performance Indicators (KPI's)
Work Health and Safety	<ul style="list-style-type: none"> • Demonstrates action taken in identifying hazards, assessing risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace; • Demonstrates duty of care, considers own safety and the safety of others while at work; • Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times; • Is fully aware of SLSNSW's safety procedures and expectations, and actively participates and contributes; • Participates in the ongoing improvement of the SLSNSW WHS policy and visibly and constantly supports its implementation; • Practice and promote the SLSNSW Equal Opportunity, Harassment and Bullying policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying.
Organisational Culture	<ul style="list-style-type: none"> • Promotes and encourages personal growth and effective communication. • Understands and supports policies and procedures of the organisation as defined in the Employee Handbook. • Continually contributes to and supports volunteers & staff, including Directors, Branches, Clubs & Members
Leadership/Teamwork	<ul style="list-style-type: none"> • Supports the decisions of SLSNSW Board of Directors and SLSNSW Management • Displays willingness to assist others, shares knowledge openly, cooperates and supports the department. • Receptive and open to feedback • Maintains a positive and constructive attitude that promotes confidence in those around them. • Contributes to staff meetings and promotes the exchange of information throughout the organisation. • Regularly meets with Manager to discuss performance, plans and current issues
Continuous Improvement	<ul style="list-style-type: none"> • Exercises initiative in making improvements to work processes and outcomes. • Always searches for better ways and strives for best practice. • Embraces and adapts to change

WORKING RELATIONSHIPS

Internal: Interacts closely with all members of the Lifesaving team related to communications, emergency management and joint-service operations issues. As required, the Lifesaving Coordinator works with the Media and Communications team for resource development and Partnerships team in regards to external relationships.

External: The development and maintenance of external relationships with clubs and branches on various lifesaving activities is an important part of this role as is communicating with external parties such as equipment suppliers and the Roads and Maritime Services. This role works with relevant staff at Surf Life Saving Australia and other Surf Lifesaving States/Territories to enable a consistent approach to Lifesaving matters.

APPROVAL

This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation

Chief Operations Officer Date

Lifesaving Manager Date

I have read and understood this document and agree to perform the duties and responsibilities as listed within the list

Employee Name

Employee Signature Date