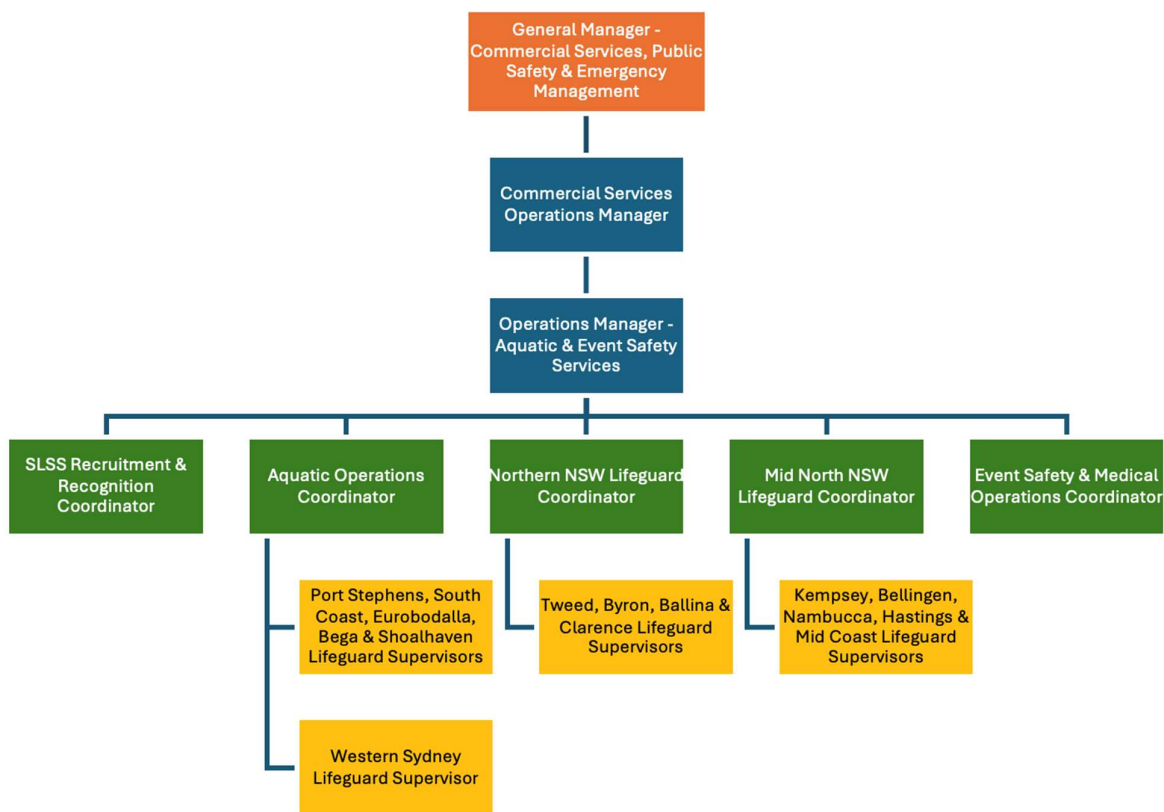


Position	Work Location	Position Description Completed
Lifeguard Supervisor (Casual)	Local Government Area TBD	August 2026
Reports To:	Direct Reports:	SLSS Department
Operations Manager – Aquatic & Event Safety Services	LGA Lifeguards	Australian Lifeguard Service (ALS)

PURPOSE STATEMENT

The Lifeguard Supervisor is responsible for ensuring the lifeguard service within the allocated Local Government Area (LGA) meets or exceeds the obligations outlined in the contract. The role provides training, mentoring and guidance to Lifeguards in the region, supports stakeholder engagement.

DIRECT REPORTING RELATIONSHIP



Casual, Full Time, Part Time Lifeguards, Event Safety Officers & Paramedics

SELECTION CRITERIA	
Essential	Desirable
- Relevant current qualifications, including: - SLSA Bronze Medallion / Certificate II in Public Safety (Aquatic Rescue) - SLSA Gold Medallion or Certificate III in Public Safety (Aquatic Search and Rescue) - Advanced Resuscitation Techniques - Provide First Aid - Silver Medallion Beach Management - Silver Medallion Aquatic Rescue - Rescue Water Craft Operator - Ability to successfully complete the ALS Lifeguard Fitness Assessment, including: 800m pool swim in under 14 minutes - Lifeguard Mission (Ocean): 400m swim, 800m run, 400m board paddle and 800m run in under 25 minutes - Tube rescue of a patient 100m from shore and return - Board rescue of a patient 200m from shore and return - Substantial experience and technical knowledge in lifeguarding or a similar public safety role. - Strong organisational and administrative skills, including the ability to determine priorities, make sound judgements, coordinate activities and meet deadlines with minimal supervision. - Understanding of Surf Life Saving procedures, practices and policies. - Well-developed problem-solving and decision-making skills. - Understanding and knowledge of ISO certifications covering quality, environmental and work health and safety systems. - Professional attitude, presentation and conduct. - People-management skills, with the ability to lead, motivate and earn the respect of others. - Proficient computer skills, including Microsoft Office programs and database management. - Current unrestricted Motor Vehicle Driver Licence. - Willingness to undertake daily travel to various locations. - Ability to work flexible hours, including weekends and public holidays - Prepared to complete and maintain a current Working with Children Check (WWCC - employee).	- Certificate IV in Training and Education - Working knowledge of the Work Health and Safety Act and related requirements relevant to the position. - Working knowledge of the Local Government Act 1993 and relevant local laws. - Additional relevant qualifications, including: - Pain Management - Silver Medallion Advanced First Aid - Remote Pilot Licence (RePL) - SLS Beach Operations Management (BOM) - Experience engaging with local Councils and/or government departments. - Previous experience administering first aid at events and community activities. - Knowledge of RTO and AQTF systems.

KEY OUTCOMES (KRA)	
Outcomes	Key Activities
KRA 1: Lifeguard Operations	- Oversee all lifeguard operations within the boundaries of the allocated region. - Ensure the safety of both the lifeguard team and community. - Build and maintain a professional and proficient lifeguard team that follows established policies and procedures. - Identify hazards and minimise risks that might compromise the safety of the lifeguard team. - Ensure delivery of induction sessions and ongoing education of the lifeguard team relating to ALS policies and procedures. - Communicate staffing needs and issues to the Lifeguard Coordinator and Lifeguard Recruitment & Recognition Coordinator. - Supervise, mentor and train the lifeguard team. - Publish a lifeguard roster that meets the needs of the lifeguard contract and adheres to ALS Employment Conditions. - Assist with the testing of prospective lifeguard applicants. - Evaluate and improve the performance of the lifeguard team regularly. - Serve as a liaison between Lifeguards and the Lifeguard Coordinator/ALS management team. - Communicate to the Lifeguard Coordinator the need for scheduled equipment replacement or repairs. - Supervise the maintenance and minor repair of equipment. - In consultation with the Lifeguard Coordinator and ALS management team, assist in the recruitment of Lifeguards within the local region. - Support, advise and mentor Lifeguards. - Participate in accident and incident investigations where required. - Perform onsite beach education lessons for the community, such as surf awareness and water safety workshops, as required throughout the season. - Work in a manner that promotes teamwork and cooperation. - Undertake daily travel to beach locations as required. - Assist ALS management to maintain relevant business certifications relating to ISO quality, environmental and work health and safety systems. - Carry out specific tasks as required by the Lifeguard Coordinator or Lifeguard Manager. - Ensure all Lifeguards complete an appropriate selection and induction process in line with ALS policies and procedures before commencing duty. - Ensure preferred applicant employment paperwork is completed and forwarded to the ALS management team within the allocated timeframe. - Report unsafe conditions and equipment to the Lifeguard Coordinator immediately. - Ensure lifeguard injuries are logged and notified to the Lifeguard Coordinator, ALS management team, People & Culture and iCare Insurance within 48 hours of the incident. - Submit investigation reports to the Lifeguard Coordinator and ALS management team within the set timeframe following an accident or incident. - Ensure all policies and procedures relevant to lifeguard operations are adhered to at all times. - Ensure equipment and uniforms remain serviceable and accounted for, and that Lifeguards are well presented and wear the ALS uniform in accordance with policy. - Ensure contractual obligations with key stakeholders are achieved, with regular reports and updates provided to the ALS management team. - Demonstrate a positive and professional image of ALS to the public, Councils, local media and other internal and external stakeholders. - Ensure the community receives a high level of lifeguard service and beach safety at all times.
KRA 3: Administration	- Maintain all appropriate documentation and reports. - Maintain accurate and timely data, particularly by overseeing Daily Reports, Incident Reports and payroll functions. - Following consultation with the ALS management team, ensure operational issues are communicated to Land Managers and other regulatory bodies to which ALS provides services. - Participate in procedure reviews and development where required.

KEY OUTCOMES (KRA)	
Outcomes	Key Activities
	• Maintain regular communication with internal stakeholders such as Surf Life Saving Clubs and Branches, and external agencies including Council Rangers, Police and Ambulance. • Carry out specific tasks as required by the Lifeguard Coordinator or Lifeguard Manager. • Ensure all LGA data entry, particularly Daily Reports, Incident Reports and payroll information, is completed accurately and within required timeframes. • Communicate reports and outcomes from external meetings, including Council meetings, to the Lifeguard Coordinator and ALS management team within set timelines. • Ensure accurate weekly, monthly and seasonal reports are received within predetermined timeframes. • Complete data entry and submissions through the SLSA Patrol App and seasonal reporting process within one week of service provision, accurately and consistently.
KRA 4: Qualifications & Fitness	• Maintain qualification currency and demonstrate proficiency in lifesaving skills. • Attend Lifeguard meetings and training sessions as required by ALS. • Carry out specific training as required by the Lifeguard Coordinator or Lifeguard Manager. • Maintain currency in qualifications including SLSA Gold Medallion/Certificate III in Public Safety (Aquatic Search and Rescue), Bronze Medallion/Certificate II in Public Safety (Aquatic Rescue), Advanced Resuscitation Techniques or equivalent, Provide First Aid, Silver Medallion Beach Management, Silver Medallion Aquatic Rescue, Rescue Water Craft Operator and other awards as required. • Be capable of undertaking the ALS Fitness Assessment at any time, including the 800m pool swim, Lifeguard Mission (Ocean), tube rescue and board rescue standards listed in this position description.

CORE RESPONSIBILITIES	
Accountabilities	Key Performance Indicators (KPI's)
Work Health and Safety	- Actively identifies hazards, assesses risks and promptly reports injuries, near misses, damaged equipment or other workplace safety concerns. - Demonstrates a duty of care by always considering personal safety and the safety of others. - Complies with WHS guidelines, procedures and safe work practices, including the use of required protective clothing and equipment. - Understands and applies SLSS and SLSNSW safety procedures, standards and expectations. - Contributes to the ongoing improvement and implementation of WHS policies, procedures and risk controls. - Promotes a fair, respectful and inclusive workplace by supporting equal opportunity and preventing discrimination, harassment and bullying.
Organisational Culture	- Promotes personal growth, professional conduct and clear, respectful communication. - Understands and supports organisational policies, procedures and expectations as outlined in the Employee Handbook and relevant operational documents. - Contributes positively to relationships with staff, volunteers, Directors, Branches, Clubs and members. - Represents SLSS professionally when engaging with internal teams, external stakeholders and members of the public.
Leadership/Teamwork	- Supports the decisions and direction of the SLSS management and ALS leadership team. - Willingly assists others, shares knowledge and supports team members across the organisation. - Is receptive to feedback and applies it constructively to improve performance and team outcomes. - Maintains a positive, constructive and professional attitude that supports confidence and collaboration. - Contributes to staff meetings and supports the effective exchange of information across the organisation. - Meets regularly with their manager to discuss performance, operational plans, priorities and current issues.
Continuous Improvement	- Uses initiative to identify and implement improvements to work practices, systems and service outcomes. - Seeks better ways of working and supports best-practice approaches to lifeguard operations and service delivery. - Adapts positively to change and supports team members through changes to systems, procedures or operational requirements. - Provides practical feedback and recommendations that improve safety, efficiency and consistency across lifeguard services.

WORKING RELATIONSHIPS

Internal: The Lifeguard Supervisor works closely with the ALS management team, the Lifeguard Coordinator and Lifeguards within the allocated area of responsibility. The role is expected to participate in meetings and communicate with all parties in both written and verbal formats. A strong working relationship with other SLSS portfolios, including FATAS, AUAVS and Events, is also expected to support business goals and initiatives.

External: The Lifeguard Supervisor maintains professional relationships with Councils, other contractors, regulatory bodies and industry partners. The role also maintains relationships with local Surf Life Saving Clubs and the relevant Branches as required.

APPROVAL

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

Operations Manager – Aquatic & Event
Safety Services

Date

Commercial Services Operations 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