

SURF LIFE SAVING WESTERN AUSTRALIA INC.

**POSITION DESCRIPTION**

POSITION TITLE:	Health and Development Coordinator
PROGRAM:	Member Services
LOCATION:	2 Samuel Way North Beach WA 6020
POSITION TITLE OF SUPERVISOR:	Member and Community Services Manager
CHIEF EXECUTIVE OFFICER:	
SIGNATURE:	
DATE POSITION DOCUMENT IS APPROVED:	
FTE:	FTE 1.0 (37.5 hours per week)

*Surf Life Saving Western Australia is an independent volunteer based community service organisation, whose core purpose is Saving Lives and Building Great Communities. Combined with our core purpose and core values we have adopted strategic objectives that incorporate a broader intent of our future operations. The strategic objectives are as follows:*

- Provide safer communities through effective risk management and education.
- Create positive communities through leadership and development opportunities.
- Provide social, recreational and sporting opportunities to enhance the well being of our communities.
- Opening our clubs and adapting to the needs of the wider community.

**1. Position Purpose**

The Health and Development Coordinator is responsible for assisting clubs develop personnel, conducting programs to enhance members' personal growth and skills, and the coordination of school and community education programs.

**2. Organisational Relationships**

The Health and Development Coordinator works within the Member Services section and oversees the duties of the Community Programs Officer. They in turn report directly to the Member and Community Services Manager. As a member of the SLSWA State Office, further advice and guidance on specific issues is contained within the strategic and business/operational plans, and as fed back by the Member and Community Services Manager, various advisory committees, panels and forums on relevant issues.

**3. Scope**

The main duties of this position include (but not limited to):

KRA	Responsibilities	KPI
<b>Environment, Quality, Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Ensure work activities are conducted in accordance with relevant regulations and internal procedures.</li> <li>• Recognise and appreciate the importance of all organisational policies, objectives and targets set by SLSWA.</li> <li>• Maintain an active approach to assisting with the achievement of SLSWA Occupational Health and Safety, Environment and Quality Objectives and Targets.</li> <li>• Ensure all work is performed in a manner that gives due consideration to the health and safety of state officers, members and the community.</li> <li>• Ensure activities are conducted in a manner that provides minimal impact to the environment.</li> <li>• Ensure qualifications and licences required for the position remain current.</li> <li>• Participate in accident/incident investigation where required.</li> <li>• Participate in procedure reviews and development where required.</li> </ul>	<p>Contribute to a clean and safe working environment.</p> <p>Policy compliance.</p>

<b>KRA</b>	<b>Responsibilities</b>	<b>KPI</b>
<b>Document Management, Reporting, IMS</b>	<ul style="list-style-type: none"> <li>Participate in development and implementation of the Integrated Management System (IMS).</li> <li>Participate in IMS audits when required.</li> <li>Update and maintain action lists and procedures.</li> </ul>	Jobs met within timeframes.
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Work in a manner that promotes teamwork and cooperation.</li> </ul>	Active, positive participant and contributor to the working environment.
<b>Strategic and business/ operational planning</b>	<ul style="list-style-type: none"> <li>Ensure all objectives, strategies and actions of the plans are implemented, reported upon and adhered to.</li> </ul>	Business performance relative to plans.  Successful achievement of plan initiatives.
<b>Communication</b>	<ul style="list-style-type: none"> <li>Attend meetings as required.</li> <li>Provide relevant officers and committees with timely and accurate information.</li> <li>Attend and represent SLSWA on committees and at conferences to access and disseminate information.</li> <li>Promulgate SLSA standards and processes.</li> <li>Submit timely reports on activities and programs.</li> </ul>	Clarity with respect to direction and purpose.  Strong understanding and respect between all parties.
<b>Finance and administration</b>	<ul style="list-style-type: none"> <li>Prepare and monitor area's budget in consultation with the Member and Community Services Manager.</li> <li>Manage the area's human and physical resources in a competent accountable manner by providing leadership to full-time and honorary officers in the delivery of their duties.</li> <li>Oversee the duties of the Community Programs Officer.</li> </ul>	Cost control and budget compliance.  Identification of areas of waste and duplication.  Annual assessment of individuals' KPIs.
<b>Programs and courses</b>	<ul style="list-style-type: none"> <li>Oversee the effective delivery of development programs to members, and school and community education programs.</li> <li>Ensure administrative requirements are met for SLSA awards as required.</li> <li>Liaise with appropriate Government bodies e.g. WASF, DSR, WWCSU</li> <li>Manage staff process for member development, and school and community education programs</li> <li>Compile relevant reports.</li> <li>Ensure activities are in line with sponsor requirements.</li> <li>Develop and co-ordinate other developmental education and training programs for members, schools and community groups.</li> <li>Develop and review resources and tools as required.</li> </ul>	Timeliness of information.  Revenue targets met.  Courses conducted safely.  Positive response from participants.  Increasing levels of innovation.
<b>Development</b>	<ul style="list-style-type: none"> <li>Provide comprehensive leadership and development programs and camps for club members to gain personal growth and skills.</li> <li>Researching member needs and trends.</li> <li>Oversee the delivery of junior activity education and youth development in clubs.</li> <li>Co-ordinate Age Manager courses, in-services and forums.</li> <li>Ensure that support resources are available for member and community programs.</li> <li>Provide advice to clubs on various club management matters.</li> </ul>	Timeliness of information.  Programs conducted safely.  Positive response from participants.

#### 4. Scope of Authority

- The role requires informing and shaping the decision making process through providing continuous critical feedback.
- The role requires consultation and approval from the Chief Executive Officer on any issues of policy and modification to specifications or procedures, and financial decisions outside the approved budget.
- The role is unable to approve the purchasing or sale of the organisation's assets.
- The role is unable to bind the organisation to contracts or agreements.

#### 5. Position Parameters

##### Behavioural Competencies

- High level of professionalism and composure under pressure.
- Integrity and trustworthiness.
- Demonstrate initiative in times of crisis.
- Innovation in an atmosphere where financial constraint is a constant challenge.
- Flexible and able to work irregular hours, including weekends particularly between September and March.
- Confidentiality of Member Screening

##### Knowledge

- Thorough knowledge of youth, leadership and development trends.
- Thorough knowledge of surf lifesaving club environment, procedures, practices and policies.
- Knowledge of office administrative procedures.
- An understanding of OH & S and Equal Opportunity principles and practices.
- An understanding of risk management principles and practices.
- An understanding of the use of Surfguard

##### Skills and Abilities

- Ability to plan and prioritise tasks.
- Good negotiating and liaison skills.
- Sound report writing skills.
- Ability to approach problems analytically and to produce innovative solutions.
- Proficiency in the use of computer programs such as Word, Excel, and Surfguard, and the internet.
- Ability to work unsupervised as well as in a team environment.

##### Experience

- Demonstrated experience in developing and delivering youth and leadership programs.

##### Licences and Qualifications

- Tertiary qualification in an appropriate field (Desirable).
- Current "A" Class drivers licence.
- National Police Check or Working With Children Check.

##### Other

- Intra and interstate travel required.

Signed by Employee: \_\_\_\_\_

Date: \_\_\_\_\_