



POSITION DESCRIPTION FORM

Position Title:	Business Coordinator
Location:	7 Delawney St Balcatta, WA 6021
Purpose:	The Business Co-ordinator is responsible for the effective and coordinated delivery of coastal safety programs in WA. This is achieved through the affiliated Club system, support operation group programs and contracted services. The position is responsible for effective consultation and communication with relevant internal and stakeholder groups that influence local and national policy and procedure relevant to the delivery and improvement of Lifesaving services.
Supervises:	Officers (Aerial Surveillance, Lifeguard, Jetski Officer, Clubs), Coastal Risk Assessors, Surf Com Controllers
Reports to:	General Manager – Lifesaving and Training
FTE:	1.0 (37.5 hours per week)
Special conditions:	Nil

Position Description

The Business Coordinator operates and provides support to and receives guidance and direction from the General Manager (Lifesaving and Training) in achieving the outcomes of the SLSWA Strategic Management Plan.

The Business Coordinator will provide oversight, action or monitoring of the following areas but is not limited to:

- Provide leadership through direct supervision, accountability and mentoring of reporting staff members and appointed volunteers;
- Oversee the recruitment and employment contracts for personnel involved in providing casual or seasonal services to all lifesaving services and programs;
- Oversee the performance review of all personnel types in meeting and maintaining responsibilities and duties within Lifesaving services and programs;
- Monitor the progress of Lifesaving Department programs against agreed plans agreed to by SLSWA Executive management
- Monitor monthly profit and loss statements against transaction accounts;
- Oversee the promotion of Surf Life Saving standards and systems to Land Managers and operators of aquatic based activities and facilities;
- Oversee the development of standard operating policy/procedure for all lifesaving programs and monitor and review compliance outcomes;
- Oversee the development of responses for requests for tender or quotations relating to lifesaving service delivery;
- Oversee and report against compliance obligations to SLSWA service level agreements/contracts
- Oversee the promotion and completion of Event Sanctioning policy/procedures by services and Clubs;
- Oversee the development and promotion of pathways for member involvement and improvement in lifesaving services and programs that lead to capacity building of clubs at local and regional levels;
- Attend and promote SLSWA and Clubs at relevant Lifesaving Advisory Committee, LEMC/SEMC or other industry meetings and forums;
- Respond to SLSA communications relating to the development, delivery or improvement of policy and procedures Lifesaving services, including national representation on committees or working groups where required;
- Monitor the performance of the SLSWA Emergency Rescue Communication Network and arrange annual preventative maintenance inspections to be completed, including the maintenance of SurfCom licenses;
- Oversee the recruitment and training of SurfCom and console operators;
- Develop and maintain the staff rosters for SurfCom Operators and Duty Officers;
- Maintain exemptions with the department of Transport relating to the delivery of lifesaving services and activity
- Directly supervise Duty Officers and SurfCom Operators;



- Provide a mechanism for media liaisons and information relating to Lifesaving service activity;
- Any other duties as required.

Selection Criteria	Essential/ Desirable
Experience	
<ul style="list-style-type: none"> • Operational and P&L monitoring • Personnel performance and supervision • Delivery of lifesaving services and programs • Marine Search and rescue operations • Critical Incident Management • Delivery of special projects • Responding to media and external communications • Emergency management experience 	<p>Essential Desirable Desirable Desirable Desirable Essential Desirable Desirable</p>
Skills	
<ul style="list-style-type: none"> • Influential liaison. • Ability to work with volunteers. • Ability to work unsupervised as well as in a team environment. • Ability to lead and coach others • Training and assessment skills • Analytical and monitoring skills • Sound investigation and report writing skills • Sound negotiation skills • Ability to plan and prioritise 	<p>Essential Essential Essential Essential Desirable Essential Essential Essential Essential</p>
Qualifications	
<ul style="list-style-type: none"> • Cert IV in Training and Assessment • Bronze Medallion/Cert II • Tertiary qualification in an appropriate field • Current 'C' Class Drivers licence • National police check 	<p>Desirable Desirable Desirable Essential Desirable</p>
<p>Prepared by: Chris Peck</p> <p>Position title: General Manager – Lifesaving and Training</p> <p>Date: 14 September 2017</p>	