

SCHEDULE B

Title: Senior Project Officer – Aquatic Industry and Education

Job Description:

Royal Life Saving Society – Australia is focused on reducing drowning and promoting healthy, active and skilled communities across Australia. In order to reach as many communities as is possible Royal Life Saving partners with Government and Independent school systems, vacation programs, community groups, swim schools and aquatic facilities. Growing these partnerships is vital to ensuring high levels of skill among community members, particularly in children

The Royal Life Saving Society – Australia (RLS) is seeking a Senior Project Officer – Aquatic Industry and Education to support a range of aquatic industry and water safety education related programs and initiatives. The position is responsible for the implementation of a number of key water safety initiatives including the Swim and Survive Partner Program and safety initiatives within the Aquatic Industry portfolio.

The position of Senior Project Officer – Aquatic Industry and Education is critical to the effective operation of the Royal Life Saving Society - Australia and close liaison with the network of State and Territory Member Organisation (STMO) personnel is important to the success of this role.

Scope of Duties:

1. Support the development, implementation and evaluation of Aquatic Industry and Water Safety Education programs, including:
 - Water Smart Programs
 - Swim and Survive
 - The State of the Industry Report
 - Grey Medallion at Public Pools
 - The Guidelines for Safe Pool Operations
 - Aquatic Industry risk and safety programs
 - Respect the River education programs

2. Coordinate the development and distribution of Aquatic Industry and Water Safety Education communications, including:
 - Sourcing regular Aquatic Industry and Education content for publication
 - Working with the Communications Executive on scheduling and publication of content
 - Follow-up on all customer enquiries
 - Write articles for industry based publications
 - Contribute to the development of funding, sponsorship and government reports relating to the aquatic industry and education

3. Develop, maintain and promote the Aquatic Industry and Education websites, including
 - Working with IT providers to scope and develop work
 - Reviewing and developing a new Swim and Survive Website

- Reviewing developing and implementing content for phase 2 of the Aquatic Industry Website
- Maintain an updating fresh content and access to resources for Swim and Survive Partners, Schools and Aquatic Facilities
- Develop online resource materials

4. Supporting and maintaining active stakeholder engagement including:

- Supporting and maintaining active communications with the STMO Aquatic Industry and Education staff
- Support State and Territory Member Organisations (STMO's) in the delivery of aquatic risk management programs
- Support State and Territory Member Organisations (STMO's) in the delivery of swim and survive and education programs
- Supporting and maintaining active
- Supporting and maintaining active communications with Swim and Survive Partners

Responsible To: National Manager, Aquatic Industry

Subordinate Staff Directly Supervised: Nil

Subordinate Staff Indirectly Supervised: Nil

Works directly with: National Manager – Education, National Communications Executive, National Manager, Training and Workforce Development

Limits of Authority:

- Limited to scope of duties as listed above.

Qualifications Required:

- Relevant tertiary qualification in education, communications or risk management

Experience Required:

- A minimum of five years of experience in an aquatic industry, communications, education or risk management environment

Skills and Knowledge required:

- Knowledge of a broad range of swimming and water safety activities and sports
- Knowledge of Royal Life Saving Society - Australia

- Knowledge of aquatic risk management and safety
- Ability to prioritise work and complete tasks by a set deadline
- Negotiation and problem solving skills
- Good presentation skills
- Effective written and verbal communication skills.
- Ability to write reports effectively

Performance Evaluation:

- An employee performance appraisal and salary review will be conducted annually.

Reporting:

- Provision of a written monthly report on the progress of objectives set in the Work Plan.
- Provision of an annual report against agreed objectives.

Approved By:

(National Manager, Operations)

Date:

Acknowledged By:

I have read and understand the above responsibilities.

Name: **Signature:**

(Please Print)

Date: