

Duty Statement

Advertisement:

Royal Life Saving Society is looking for a motivated and talented individual to progress the organisation's focus on aquatic and recreation industry through partnership, risk management, advocacy and stewardship of national safety standards.

This role requires someone who can lead key partnerships, advocate with energy and evidence, and create opportunities to support a sector that provides many health, social, and economic benefits to millions of Australians.

This role entails developing and strengthening relationships with the aquatic and recreation industry, water safety sector, and key Government agencies at National, State and local level. A key component of the role is facilitating the National Aquatic Industry Safety Committee, which oversees a range of initiatives including the Guidelines for Safe Pool Operations, as well as other similar forums.

The successful person will have the capacity to manage multiple projects with stakeholders at all levels, is an excellent communicator, with the ability to write policy and funding submissions. A detailed understanding of Government approaches to recreation is desirable.

Royal Life Saving is supportive of continuous learning and encourages further study. We are open to study partnerships and flexible work arrangements. The position is ideally based in Sydney, but we are open to candidates based in other capital cities.

Aboriginal and Torres Strait Islanders and people from a culturally and linguistically diverse background are encouraged to apply.

Enquiries can be made via Justin Scarr, Chief Executive Officer via jscarr@rlssa.org.au or 0408 434 011. Applications should address the selection criteria and be emailed to jscarr@rlssa.org.au. Applications will close on Thursday 12 November 2020.

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Title: National Manager– Aquatics

Job Description:

The position of National Manager – Aquatics is responsible for:

- Managing relationships with key internal and external aquatic industry and aquatic education focused partners including governments, industry and organisations
- Facilitating working groups and committees including the National Aquatic Industry Safety Committee, as well as those focused on ensuring all Australians have access to swimming and water safety education
- Exploring and developing partnerships that extend the work of the organisation in the fields of aquatics, risk management and education
- Guiding the management and development of the Guidelines for Safe Pool Operations (GSPO), and providing risk management guidance and support, connecting groups to expertise across the RLS State/Territory network
- Working closely with research, policy, communications and events teams to ensure that aquatic sector programs are well researched and issues communicated.

A close liaison, and strong relationships with RLS State and Territory staff is essential to ensuring that RLSSA drives the national development of effective products and professional services for industry.

Scope of Duties:

- 1) Managing aquatic industry and education relationships
 - Establish, maintain and evaluate partnership with groups that share our objectives
 - Work closely with industry groups to identify, support and solve industry and education opportunities and issues
 - Initiate and/or contribute to policy, program, processes designed to bring groups together in alignment with the objectives and activities of the Australian Water Safety Strategy 2030
- 2) Facilitating working groups and committees
 - Convene bi-annual workshops of the National Aquatic Industry Safety Committee, including close support to members, formulation of the NAISC's strategic agenda and workplan
 - Convene bi-annual workshops of groups focused on education objectives of the AWSS2030
 - Convene workshops, symposia and other strategies to bring groups together to solve problems across this portfolio
- 3) Exploring and developing partnerships
 - Identify and pursue partnership opportunities including grants and partnerships that support national and state / territory-based objectives
- 4) Advocacy, research and communications
 - Be a champion for aquatic safety, industry growth and development
 - Contribute to research projects, advocacy and publicity campaigns
- 5) Review and development of Guidelines for Safe Pool Operations
 - Research, development and review of policies and guidelines for safe aquatic venue operation
 - Facilitate the publication of guideline updates, including managing feedback processes and ensuring that the NAISC has the information to make effective decisions regarding guideline endorsement, gap analysis, evidence
 - Supporting industry and state / territory stakeholders in application of the GSPO
 - Facilitating responding to coronial enquiries, investigations

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6) RLSSA Network Support

- Support RLS State and Territory Member Organisations in the delivery of aquatic industry services, including risk management services

Responsible To: Chief Executive Officer

Staff Directly Supervised: TBC

Staff Indirectly Supervised: Nil

Limits of Authority:

- Limited to scope of duties as listed above.

Qualifications Required:

- A tertiary qualification in any of the following areas:
 - health and safety, risk management, education, leisure or management

Experience Required:

- A minimum of 10 years' experience in a management role
- Relevant industry knowledge at policy and/or management level

Skills Required:

- Excellent stakeholder management skills
- Excellent written and verbal communication skills
- Excellent presentation, public relations and networking skills
- Sound understanding and management of strategic and operational risk
- Ability to analyse data, collate and prepare reports
- High level planning and project management skills
- Strong analytical and problem-solving skills
- Excellent relationship skills and stakeholder management
- Ability to prioritise work and complete tasks by a set deadline
- Knowledge of the Aquatic and Recreation Industry highly desirable
- Strong commitment to teamwork and contribution as a team player
- Proactive and committed.

Performance Evaluation:

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

Reporting:

- Provision of a written quarterly report on the progress of objectives set in the Work Plan
- Provision of an annual report against agreed objectives.
- Provision of a written report against key media performance indicators.

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Approved By:
(Chief Executive Officer)

Date:

Acknowledged By:

I have read and understand the above responsibilities.

Name:
(Please Print)

Signature:

Date: