



Program Coordinator Team 2 - Swimming Specialist Services

Position number	Generic
Agreement	Public Service and Government Officers (CSA) General Agreement 2017 , or as replaced
Classification	Level 3
Reports to	Recruitment and Projects Coordinator – Swimming Programs (Level 4)
Direct reports	Nil

Context

Swimming and Water Safety is responsible for the management and implementation of VacSwim and In-term Swimming Programs that together provide school children in Western Australia with an opportunity to participate in a comprehensive and progressive swimming program. The VacSwim and In-term Swimming Programs promote the safety and skills of students in water-based activities, providing access for all Western Australians to a safe, quality swimming and water safety program.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provides administrative and clerical support to the section.
- Provides input into planning, coordinating, developing, implementing and monitoring processes and procedures for the delivery of swimming programs throughout the State.
- Maintains records relating to qualifications and security checks of swimming teachers.
- Provides advice and information to internal and external clients on a broad range of issues and initiatives relating to the operation of swimming programs.
- Coordinates human resource processes, including recruitment of swimming instructors and relief staff, and validation of pay sheets prior to processing.
- Complies with relevant awards, standards, policies and legislation in relation to the allocation of staff and in coordinating swimming programs.
- Calculates rates of fees for service provided to non-Government schools participating in the swimming program.
- Liaises with internal and external stakeholders to coordinate swimming programs on matters, including enrolment processes, allocation of swimming pools, scheduling, timetabling and staffing.
- Identify training needs and supports the coordination of professional learning.

- Presents training to centre supervisors and swimming instructors in relation to swimming instruction, administrative procedures, Swimming and Water Safety Continuum, safety, recording and reporting requirements, commensurate with their skills and experience.
- Liaise with training organisations and external industry partners such as AUSTSWIM and RLLSSWA, to conduct practical courses.
- Analyses data to identify emerging trends and recommends solutions to issues.
- Prepares final reports detailing student participation, progression through the program, staff performance, suitability of venues and school information.

Selection criteria

1. Demonstrated well developed program coordination skills and experience in planning, implementing and evaluating programs that comply with legislation, policies and processes.
2. Demonstrated sound knowledge and skills in human resource management, including planning, scheduling and recruitment practices.
3. Demonstrated well developed written communication skills and the ability to prepare detailed reports.
4. Demonstrated sound communication and interpersonal and presentation skills, including dealing effectively with individuals at all levels and working collaboratively within a team in a high pressure environment.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 9 September 2019
Reference D19/0416445