



## Program Coordinator Team 1 - Swimming Specialist Services

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Service and Government Officers (CSA) General Agreement 2017</a> , or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Team Leader – Swimming Programs (Level 6)
<b>Direct reports</b>	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](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

Provide administrative and clerical support to the Section.

- Provide input into planning, coordinating, developing, implementing and monitoring processes and procedures for the delivery of swimming programs throughout the State.
- Maintain records relating to qualifications and security checks of swimming teachers.
- Provide advice and information to internal and external clients on a broad range of issues and initiatives relating to the operation of swimming programs.
- Coordinate human resource processes, including recruitment of swimming instructors and relief staff, and validation of pay sheets prior to processing.
- Comply with relevant awards, standards, policies and legislation in relation to the allocation of staff and in coordinating swimming programs.
- Calculate rates of fees for service provided to non-Government schools participating in the swimming program.
- Liaise 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 support 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.
- Analyse data to identify emerging trends and recommends solutions to issues.
- Prepare 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    D19/0416315