

Project Support Officer

Swimming and Water Safety

Position number	00040857
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Manager, Swimming and Water Safety (Level 7)
Direct reports	Nil

Context

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Key responsibilities

- Assist with the development, implementation, coordination and evaluation of projects, initiatives, and strategies related Swimming and Water Safety.
- Monitor, evaluate and refine initiatives and strategies designed to improve Swimming and Water Safety practices and procedures.
- Provide professional advice and support to stakeholders on the implications of reforms to Swimming and Water Safety practices and procedures and related projects and strategies.
- Assist with the preparation and presentation of reports, including the analysis and interpretation of relevant data.
- Consult and liaise with stakeholders regarding changes to policies and procedures.
- Collaborate and liaise with internal and external stakeholders on matters relating to the functions of Swimming and Water Safety.

Selection criteria

1. Demonstrated well developed project management skills, including project planning, coordination, implementation and evaluation.
2. Demonstrated well developed written communication and project delivery skills with the ability to analyse and interpret data, and prepare reports.
3. Demonstrated well developed verbal communication and interpersonal skills, including presentation skills and ability to establish and maintain effective working relationships with individuals at all levels.
4. Demonstrated well developed conceptual and analytical skills, including the ability to identify problems and generate strategies to address them.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- 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 28 October 2020
Reference D20/0548964