



Program Coordinator – Swimming

Swimming and Water Safety

Position number	Generic
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 4
Reports to	Principal Consultant, Service Delivery / Senior Program Coordinator
Direct reports	Nil

Context

Swimming and Water Safety is responsible for the development, implementation and delivery of the Intern and VacSwim swimming programs that promote vital swimming and water safety skills for children aged 5 – 17.

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

Key responsibilities

- Participate collaboratively in holistic, strategic and annual program planning to scope, develop and innovatively improve swimming and water safety education programs across the state.
- Undertake the coordination, development, implementation, negotiation and management of swimming and water safety education programs at assigned venues across the State, including negotiating with venues, timetabling, staffing and evaluation of all aspects of program delivery.
- Manage and coordinate the staffing at assigned venues to ensure staffing ratios are in line with industrial guidelines, including coordinating the assessment and selection of swimming staff, initiation and monitoring of employment contracts, mandatory qualifications and clearances, and ensuring adequate equipment is available.
- Coordinate and manage the provision of human resource advice, including professional development, performance management and specialised staffing allocations to meet the changing client needs at assigned venues such as the review and negotiation of incentives to achieve appropriate staffing levels at venues across the State.
- Coordinate and initiate the payment of staff, validation of fortnightly payroll summaries and undertake the review and monitoring of expenditure and cost effectiveness of programs at assigned venues.
- Review and monitor all venues to ensure compliance with relevant awards, standards, policies and legislation in relation to the allocation of staff and coordination of swimming programs.

- Review and analyse costs, program effectiveness, delivery opportunities and emerging issues and trends impacting on current and future program delivery.
- Develop and maintain effective ongoing working relationships with swimming staff and partnerships with key stakeholders, including managers of aquatic venues to ensure flexibility and suitability for all programs conducted, and negotiate and address operational issues impacting on program delivery.
- Initiate, coordinate and/or deliver training to swimming staff in relation to swimming and water safety education, administrative procedures, recording and reporting requirements.
- Prepare a review and evaluation report to provide qualitative and quantitative analysis and insight into participation, progression through the program, staff performance, suitability of venues and related performance indications to inform future planning.
- In collaboration with other Program Coordinators - Swimming, review and refine program related policies and procedures to inform and enhance operational effectiveness and client experience.

Selection criteria

1. Demonstrated well developed program coordination and management skills and experience in planning, implementing, enhancing and evaluating programs.
2. Demonstrated well developed knowledge and experience in human resource management, including planning, scheduling, development, performance management and recruitment.
3. Demonstrated well developed written communication skills and the ability to prepare and maintain accurate detailed reports.
4. Demonstrated well developed communication, interpersonal and negotiation skills, including the ability to work collaboratively within a program coordination team and influence internal and external stakeholders at all levels in a high-pressure environment.
5. Demonstrated well developed understanding of and experience working with databases, including Microsoft office applications.

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 10 January 2022
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