



Equipment Officer – Swimming Programs

Swimming and Water Safety

Position number	00042351
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 2
Reports to	Senior Program Coordinator (Level 5)
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 – 17years.

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

Key responsibilities

- Liaise with and assist internal and external staff and external organisations to ensure that staff have adequate equipment and resources to ensure the effective delivery of a high-quality swimming and water safety education program.
- Monitor and organise repair of resources and equipment as necessary, including the purchase of consumables and materials related to the construction and maintenance of this equipment.
- Monitor and maintain resources and equipment and machinery to required safety standards and in accordance with the risk assessment plan.
- Develop and maintain a resource and equipment register, maintenance plan and routinely record maintenance activities including stocktakes.
- Ensure resources and equipment and related work site areas are kept securely locked, free from hazard and safe from intrusion.
- Manage the budget relating to resources and equipment as required.
- Ensure safety equipment such as fire extinguishers, rescue equipment and first aid supplies are appropriate and easily located.

Selection criteria

1. Demonstrated understanding and application of the Occupational Safety and Health Act requirements relevant to a work area.
2. Demonstrated experience in warehousing, stock management or a related discipline.

3. Demonstrated sound verbal, written and interpersonal communication skills with the ability to provide quality customer service.
4. Demonstrated sound organisational skills, including the ability to prioritise, organise and complete work within required timeframes.
5. Demonstrated use of initiative, and the ability to work independently and collaboratively as a team in a high-pressured environment.
6. Demonstrated ability to use computers and a range of application software packages, particularly databases, spreadsheets and word processing.

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 27 April 2022
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