



Program Coordinator – Swimming

Swimming and Water Safety

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| Position number | Generic |
| Agreement | Public Sector CSA Agreement 2022 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 management, development, implementation and delivery of the Intern Swimming and VacSwim programs that promote vital swimming and water safety education for children aged 5 to 17 years.

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/project planning to scope, develop and innovatively improve swimming and water safety education programs/projects across the state.
- Undertake the coordination, development, implementation, negotiation and management of swimming and water safety education programs/projects at assigned venues across the state, including negotiating with venues, timetabling, staffing and evaluation of all aspects of program/project 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/projects 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/projects.

- Review and analyse costs, program/project effectiveness, delivery opportunities and emerging issues and trends impacting on current and future program/project 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/projects 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/project, staff performance, suitability of venues and related performance indications to inform future planning.
- In collaboration with other program/project team staff, review and refine program/project related policies and procedures to inform and enhance operational effectiveness and client experience.

Selection criteria

1. Demonstrated well developed program/project 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:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 13 September 2024
Reference D24/0668074