



Senior Project Officer

Swimming and Water Safety

Position number	00040469
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
Reports to	Manager, Swimming and Water Safety (Level 8)
Direct reports	Project Officer (Level 3)

Context

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

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

Key responsibilities

- Manage specific programs and projects for attracting and retaining swimming instructors in the public education system and increasing the participation of young people in swimming and water safety programs.
- Contribute to developing, implementing and evaluating policies, systems, procedures and initiatives related to attraction and retention of the swimming instructor workforce.
- Undertake comprehensive research to identify emerging trends and issues on a national and international basis as well as best practice models for implementing Departmental initiatives.
- Manage data and information collections to meet requirements for reporting purposes, preparing Ministerial responses and briefing notes.
- Provide advice and information to stakeholders.
- Assist with developing and preparing resources for promoting attraction, retention and student engagement programs, projects and initiatives.
- Deliver information sessions relating to the swimming instructor workforce and student participation to large groups of stakeholders.
- Establish and maintain effective working relationships with stakeholders and provides representation on committees and working parties.
- Manage and support team members, coordinates allocation and timely completion of tasks and reviews and implements improvements.

- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

1. Demonstrated considerable knowledge of current issues, policies and best practice related to contemporary strategic human resource planning and management, including the attraction and retention of a large, casual workforce.
2. Demonstrated highly developed project management skills, including project planning, coordination, implementation and evaluation.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to identify problems and provide strategies to address issues.
4. Demonstrated highly developed interpersonal skills and ability to work collaboratively in a team and cooperatively with others at all levels and in range of contexts.
5. Demonstrated highly developed written communication and presentation skills, including experience in presenting to large groups of people, and in the preparation of reports, Ministerials and briefing notes.

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 28 August 2024
Reference D24/0628805