

Position Title: Administration Officer - Training & Lifesaving

Position Objective:	The Administration Officer - Training and Lifesaving is responsible for facilitating Surf Life Saving Tasmania's (SLST) member training and lifesaving programs and activities in alignment with the organisation's strategic plan.
Prime Responsibilities:	<p>This role involves supporting the delivery of Surf Life Saving Tasmania's (SLST) services and programs as the 'Peak Body' for water safety in Tasmania.</p> <p>This includes, but not limited to, assisting with programs to:</p> <ul style="list-style-type: none">- Ensure members have the skills needed to perform their roles, as capable and rescue-ready lifesavers.- Support SLST committees and affiliates to deliver member training and lifesaving services.- Grow a welcoming, inclusive, and diverse membership.- Promoting IT and communications systems that support our volunteers in their roles.
Operational Environment:	SLST is the peak organisation for surf lifesaving activities in Tasmania. Its primary role is to promote surf lifesaving activities in Tasmania, support clubs, members and the public through education, training, and development opportunities. SLST also represents the interests of members and the public to government at local and state level.
Organisational Culture:	Due to the small size of the state office team, Surf Life Saving Tasmania operates within a flexible team-based environment. There is an emphasis on cross skilling, multiskilling, and mutual support to allow staff members to effectively achieve operational objectives. Individual staff members are encouraged to set personal development goals and assume ownership of work outcomes.
Direct Reporting:	Senior Coordinator Lifesaving Services, General Manager
Staff under supervision:	Nil
Employment Category:	Part-time
Employment conditions:	Sporting Organisations Awards 2020, Grade 3/4 (subject to experience)
Location:	Hobart, with flexible work options available

Key Responsibilities

<p>Support and Administration</p>	<ul style="list-style-type: none"> • Assist with the planning and delivery of programs according to agreed work plans to achieve the objectives of the SLST strategic plan. • Manage correspondence with stakeholders. • Create and maintain reports, resources and plans, as requested by management. • Provide high levels of customer service and professionalism. • Identify, troubleshoot, and report key issues, capability constraints, and areas of improvement to management. • Work within the budgetary constraints and financial delegation of the position. • Attendance at club/regional/state and national meetings, as and when required by management. This may involve intra/interstate travel and the ability to work weekends and/or evenings, as required.
<p>Member Training</p>	<p>Support the Senior Coordinator of Lifesaving Services through:</p> <ul style="list-style-type: none"> • regular reporting of identified training needs, participation rates, and trends. • Facilitate support to members and trainers through providing agreed resources and programs to address identified training needs. • Assist with planning and delivery of regional member training, state facilitated courses and SLSA/SLST programs as required. • Provide assistance and support to Trainers, Assessors and Facilitators to deliver member training. • Ensure compliance and reporting on Registered Training Organisation (RTO) and SLSA requirements, for awards and qualifications for surf lifesaving members.
<p>Lifesaving Services</p>	<p>Support the Senior Coordinator of Lifesaving Services through:</p> <ul style="list-style-type: none"> • Regular reporting and data gathering of lifesaving services. • Assist with organising gear and equipment maintenance and servicing for state managed assets. • Assist with preparing agenda items and minutes for SLST committees and working groups.
<p>Relationships and Communications</p>	<ul style="list-style-type: none"> • Foster collaborative relationships with stakeholders, including businesses, community organisations, SLS members, affiliates, and other surf lifesaving entities across Australia • Ensure timely and effective communication with stakeholders in alignment with the SLST communication guide, escalating complex issues to management. • Provide a positive experience for all stakeholders when dealing with SLST.
<p>Safety and health</p>	<ul style="list-style-type: none"> • Contribute to maintaining a safe and healthy workplace and fostering safe work practices within the broader SLST community.
<p>Other</p>	<ul style="list-style-type: none"> • Achievement of pre-determined goals and agreed work plans within delegation; • Achievement of personal development goals. • Assist with other projects and duties as required by management to meet agreed work plans.

Skills and Personal Attributes

- Ability to communicate effectively with diverse range of individuals and organisations, both verbally and in writing.
- Proactive approach, ability to show initiative, exercise sound judgment, and effectively solve problems.
- High level of attention to detail, ensuring accuracy in written and verbal communication.
- Demonstrated professionalism and discretion when handling sensitive information.
- Ability to respond to changing circumstances and priorities in a dynamic work environment
- Ability to work collaboratively within a team-based environment, actively contributing to the achievement of team goals and objectives.
- Strong organisational and time management skills with the ability to plan and prioritise workloads effectively to meet deadlines.
- Appreciation for Surf Life Saving and volunteerism.
- Ability to work weekends/evenings and travel intra/interstate as required.

Competencies

Essential:

- Current Driver's License.
- Registration to Work with Vulnerable People (Employment category).

Desirable:

- Vocational Training and Assessing qualifications (or equivalent experience) or willingness to attain.
- First Aid Certificate, SLS Bronze Medallion.
- Knowledge of surf lifesaving principles and practices.

Selection Criteria

- **Effective Communication Skills:** Demonstrated ability to communicate with a variety of audiences, both verbally and in writing.
- **Organisation and Administration:** Demonstrated administration skills, including proficiency in applications such as Microsoft Office suite, and ability to manage correspondence, create reports and maintain accurate records.
- **Collaboration and Teamwork:** Ability to work independently as well as part of a team to deliver agreed work plans and achieve shared goals.
- **Initiative and Problem-Solving:** Proactive approach to identifying areas for improvement, solving issues, and taking initiative.
- **Professionalism:** Demonstrated customer-service focused approach when dealing with stakeholders, ensuring a positive experience.
- **Understanding of volunteerism (desirable):** Appreciation for Surf Life Saving and volunteerism.

Guidance for applicants:

1. Effective Communication Skills

- Provide examples where you have successfully communicated complex information to diverse groups, highlighting any relevant experience in member training or lifesaving services.

2. Organisational and Administrative Skills

- Share specific instances where your organisational and administrative skills have contributed to the success of a project or program, particularly in a role that supports training or community services.

3. Collaboration and Teamwork

- Describe your experience in collaborative environments, particularly in roles involving volunteer or community-based organisations. Highlight your contributions to team objectives and outcomes.

4. Initiative and Problem-Solving

- Provide examples of how you have taken initiative to identify and solve problems, especially in a context related to training or lifesaving services. Discuss how your solutions impacted the organisation positively.

5. Professionalism and Customer Service Focus

- Highlight your ability to maintain professionalism and deliver exceptional customer service, particularly in roles that require interaction with diverse stakeholders, such as members, trainers, and community organisations.

6. Understanding of Surf Life Saving and Volunteerism

- While not mandatory, applicants are encouraged to discuss their understanding and appreciation for the principles of surf lifesaving and volunteerism. Share any relevant experience or involvement in similar organisations.