

Mullaloo Surf Life Saving Club Inc.

PO Box 119, Hillarys WA 6923
Phone (08) 9307 7766 • Fax (08) 9307 7769
www.mullaloosurf.com.au • e-mail: info@mullaloosurf.com.au



Family, safety, respect, excellence, integrity and unity.

POSITION DESCRIPTION: MANAGER: LIFESAVING SERVICES

Purpose

- Provide management and support for the effective coordination of lifesaving services
- Availability as the key contact for matters concerning Lifesaving Services

Qualifications

- Financial member of Mullaloo Surf Life Saving Club
- Holder of a recognised Surf Life Saving Australia award
- Holder of a current and clear Police/Security clearance check

Scope of Accountability

- Develop and implement operational plans within the portfolio to meet the strategic outcomes of the Club
- Establishment and maintenance of Lifesaving Service Agreements, with the City of Joondalup and Surf Life Saving Western Australia
- Organisation of Patrol groups and rosters that ensures an equitable spread of skill mix, experience and numbers of personnel across all Patrol Groups
- Maintain the necessary records required to support the activities performed in the portfolio
- Development of Patrol Captains and various Officers to support the on-going needs of the club
- Manage the purchase and maintenance of appropriate equipment required to support the activities of the portfolio
- Maintain lifesaving facilities required to support Patrolling obligations of the club
- Management and coordination of an aquatic event support providing water safety services on a commercial basis
- Regular attendance at relevant meetings with effective contribution to the meeting process and decision making
- Establishment and maintenance of club committees relevant to the portfolio:
 - Lifesaving Committee
- Provide representation of the club at relevant surf life saving forums
- Promotion of the club to the community of Western Australia
- Direct liaison with counterparts at other surf life saving clubs
- Preparation of monthly and annual reports on activities within the portfolio

Reports To

- General Manager: Operations

Direct Reports

- All club Officers providing services to the portfolio:
 - Patrol Captains
 - Patrol Officer
 - First Aid Officer
 - Inflatable Rescue Boat Officer
 - Radio Officer
 - Mobile Services Officer
 - Lifeguard Liaison Officer

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- Chairperson of subcommittees operating within the portfolio:
 - Lifesaving Committee

Key Performance Indicators

- Timely and effective negotiation of the Annual Lifesaving Services Agreement with the local government authority and Surf Life Saving Western Australia
- Provision of services to meet Club obligations as determined by the Annual Lifesaving Services Agreement
- Efficient organisation of Patrol groups and rosters that ensures an equitable spread of skill mix, experience and numbers of personnel across all Patrol Groups
- Effective management of the Lifesaving Services portfolio providing members with a range of training, skills development and patrolling experiences appropriate to areas patrolled and nature of hazards and risks encountered
- Timely and accurate recording of Patrol details into the necessary systems
- Provision of accurate and timely information to patrolling members through the club Officers serving the portfolio
- Effective contribution to a safe and healthy environment for all aspects of surf club activities regardless of location
- Attend all relevant meetings (minimum 75% attendance)
- Attend relevant Surf Life Saving forums as club representative
- Attend (either self or an appropriate delegate) all committee meetings relevant to the portfolio
- Timely and accurate monthly and annual reports
- Accurate reporting on Lifesaving Services provision and issues
- Provision of accurate and timely information to patrolling members through the club Officers serving the portfolio