Western Australia

POSITION DESCRIPTION

Position Title:	Research and Information Lead
Location:	7 Delawney St Balcatta, WA 6021
Reporting To:	Lifesaving Manager
Reporting Staff:	Nil
Contract	1.0 FTE
Work Hours:	1. General work hours are Mon – Fri, 8.30am to 5pm 2. Infrequent after-hours work (midweek/weekend) as required from time to time.
Position Summary:	The role is responsible for research, operational awareness, data analysis and evidence-based continuous improvement activities that support Surf Life Saving Western Australia's lifesaving strategic directions and objectives. The role develops operational awareness and understanding through research, data analysis, coastal risk information, stakeholder consultation and evaluation of programs and hazard/risk tools to improve all lifesaving services, operational readiness and community safety outcomes.

Key Responsibilities

Research & Operational Awareness

- Contribute to and review coastal drowning and incident databases
- Analyse operational, rescue, patrol and participation data.
- Identify emerging coastal safety trends and risks.
- Produce reports for that assist with organisational decision making.

Information Management

- Collect, validate and analyse operational information.
- Develop dashboards and performance reporting.
- Maintain data quality and reporting standards.
- Distribute operational awareness to stakeholders, as appropriate

Continuous Improvement & Service Development

- Assist to evaluate existing lifesaving services and programs.
- Assist to review, monitor and improve operational tools used to assess beach related hazards and risk levels
- Contribute to the identification and development of improvement recommendations in data collection and analysis.
- Support implementation of approved initiatives, as appropriate

Coastal Risk Research

- Support coastal risk assessment activities.
- Review historical coastal safety and drowning data.
- Assist development of risk mitigation strategies.
- Liaise with land managers and external agencies as required.

Stakeholder Engagement & Communications

- Develop productive relationships with clubs, government and community stakeholders.
- Prepare operational communications and circulars.
- Contribute to media and public information activities.
- Present research findings to internal and external audiences.
- Oversee volunteer member recognition initiatives
- Contribute toward the identification and assessment of nominations in the SLSWA Coastal Bravery Awards

Other duties

- Provide regular updates to staff and management on Key Deliverables as requested
- Other duties as assigned by the Lifesaving Manager

Selection Criteria	Essential/ Desirable
Experience	
1. Planning, implementation and evaluation of health promotion and/or community education projects	Essential
2. Administrative and customer service procedures	Essential
2. Organisation of project documentation including project plans, budgets, promotional materials and reports	Essential
4. Establishing and maintaining working partnerships with key stakeholders	Desirable
5. Management of casual employees/volunteers	Desirable
6. Knowledge of Surf Life Saving movement, objectives and activities	Desirable
7. Data Analysis and report writing	Essential
8. Preparation of grant proposals	Desirable
9. Media or external spokesperson duties	Desirable
Skills	
1. Time management	Essential
2. Analytical and problem-solving skills	Essential
3. Leadership and group facilitation skills	Essential
4. Report writing and analytical skills	Essential
5. Data interpretation	Essential
6. Interpersonal, written and verbal communication skills	Essential
7. Proficiency in the use of MS Office suite	Essential
Qualifications/Accreditation/Licences	
1. Tertiary qualification in Health Promotion or related equivalent (e.g. Coastal/Marine Science, Public Health, Health Science, Community Development)	Essential
2. Surf Life Saving Rescue Certificate and/or First Aid qualifications	Desirable
3. Current ‘C’ Class Drivers License	Essential
4. Current Working with Children & National Volunteer Police Check (required prior to employment confirmation)	Essential

Prepared by: Lifesaving Manager
Date: October 2026