

**POSITION DESCRIPTION FORM – SURF LIFE SAVING WESTERN AUSTRALIA**

**Department:** Lifesaving and Training  
**Position Title:** Lifesaving Development Officer  
**Position Level:** Level 3 - Officer  
**Location:** 7 Delawney Street, BALCATTA WA 6021  
**Subordinate Staff:** Nil  
**Reporting To:** Lifesaving Manager  
**FTE:** 1.0

**Main Purpose of Role**

The Lifesaving Development Officer must be a future minded individual focused on facilitating the development and delivery of initiatives that assist to improve outcomes in the interest of coastal safety.

The role brings discipline to the delivery of these outcomes through rigorous research, framing, conceptualising, definition of scope and thorough delivery. Delivery will be achieved through continuous improvement methodologies or scoped projects with a strong emphasis on collaboration and advocacy with stakeholders.

The role supports the ongoing validation of existing or new lifesaving programs. Improvement opportunities must be well supported with analysis of quantitative inputs (i.e. operational data) as well as stakeholder input (i.e. end user feedback).

The role has responsibility and accountability to support service delivery teams, validate capacity and capability to deliver core services. A core focus will be on volunteer services.

The Lifesaving Development Officer must work closely and alongside the Training and Education Development officer to ensure alignment between both departments. Support and collaboration with the Support Operations Coordinator, Aerial Surveillance Coordinator and Senior Operations Supervisor are essential.

**Position Description**

The Lifesaving Development Officer operates and provides support to and receives guidance and direction from the Lifesaving Department Manager to achieve the outcomes of the SLSWA Strategic and Priority plans.

Action or monitoring of the following areas is necessary but is not limited to:

- Coordinate the timely collection, collation, analysis and reporting of relevant operational data and support clubs to collate accurate data.
- Distribute and disseminate operational data to relevant internal and external stakeholders.
- Liaise with SLSA to validate operational data for reporting purposes.
- Assist to maintain and review SLSWA Drowning database through monitoring of media and incident reports and verification through the National Coronial Information System (NCIS) and SLSA.
- Develop and maintain relationships with a range of community and government stakeholders for the purposes of advocating the implementation of SLS beach safety programs.
- As relevant to club lifesaving services and activity prepare SLSWA Circulars and communications.
- Use a variety of data sources (including operational, incident, membership, third party, etc.) to assess the need for the development and implementation of core operational services including the need for new SLS Clubs.
- Deliver projects aimed at sustaining or improving asset or resource utilization / impact.



- Ensure agreed lifesaving improvement project obligations are maintained and lead delivery of the project outcomes.
- Support clubs to implement lifesaving programs or equipment aimed at sustainably improving lifesaving service delivery or footprint.
- Coordinate the applications and distribution of club-based equipment or resources made available via grant monies and based on relevant grant criteria.
- Promote and coordinate the delivery of key organisational member recognition awards.
- Maintain any lifesaving licenses and exemptions and supplies required for all lifesaving services to operate in compliance to known obligations.
- Assist in generating and responding to media enquiries where required.
- Attend Association/Committee meetings as required (it may involve travel)
- Coordinate Rookie Lifeguard Program (Metro and Swest)
- Coordinate the procurement and distribution of club-based Lifesaving Uniforms/PPE.
- Any other duties as required.

Selection Criteria	Essential/ Desirable
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>1. Lifesaving service/patrol experience.</li> <li>2. Experience in delivery of emergency care.</li> <li>3. Critical Incident Management experience</li> <li>4. Experience if project deliverables with an ability to manage multiple projects concurrently</li> <li>5. Effective use of Key Performance Indicators to monitor and report operational compliance and opportunities to address gaps in, sustain or improve performance</li> <li>6. Collecting and analysing data; particularly comparing to qualitative or anecdotal feedback received from stakeholders</li> </ol> <p><b>Skills</b></p> <ol style="list-style-type: none"> <li>1. Facilitation.</li> <li>2. Communication.</li> <li>4. Stakeholder engagement and communication.</li> <li>5. Supporting volunteers.</li> <li>6. Operating unsupervised and in a team environment.</li> <li>7. Influencing and motivating stakeholders (staff, volunteers, external agencies or customers).</li> </ol> <p><b>Qualifications</b></p> <ol style="list-style-type: none"> <li>1. Current "C" Class drivers' licence</li> </ol> <p><b>Behaviour or Special Requirements</b></p> <ol style="list-style-type: none"> <li>1. An understanding of surf lifesaving procedures, practices and policies.</li> <li>2. An understanding of risk management principles and practices.</li> <li>3. Diligence in the delivery of planned services.</li> <li>4. Demonstrating the ability to prioritise tasks and actions against a dynamic operating environment.</li> <li>5. Integrity and trustworthiness.</li> <li>6. Composure under pressure while maintaining professionalism.</li> <li>7. Irregular hours and weekends to meet the needs of the operational workforce.</li> </ol>	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

**Position title:** Lifesaving Department Manager.  
**Date:** April 2026