

Scarboro Surf Life Saving Club

Job Description – Director, Beach Operations

1. Position Purpose

- Ensuring that the Club meets its lifesaving services agreement with the City of Stirling and SLSWA.
- Ensuring that new members are appropriately inducted and that all members are qualified in accordance with the requirements of their relevant membership category.
- Through effective chairmanship of the Club's Beach Operations Committee, ensuring that respective Club office bearers responsible for the various beach operations activities of the Club undertake and perform their duties efficiently and expeditiously in accordance with the policies of the Club.
- Actively adheres to the Board Governance Policy, including the Club's code of conduct and conflict of interest requirements.
- Maintains a primary focus on member protection, harmony and respect among the membership, promoting the Club's vision and values and providing excellent surf life saving services for the protection of the public at Scarborough Beach.

2. Key Relationships

- This position reports to the Board of Directors.

3. Approved by

- Board of Directors – meeting date 7/4/2019.

4. Major Responsibilities

(Position specific)

- Ensures the Club meets the patrol obligations of its lifesaving agreement with the City of Stirling and SLSWA.
- Development and delivery, once endorsed by the Board, of the Club's Beach Operations Plan, including development of a suitable beach site plan for weekly Club activities.
- Sets the agenda for, convenes and chairs regular meetings of the Beach Operations Committee, submitting reports to the Board in the form of minutes of those meetings.

- Liaises with Director Surf Sports on the provision of appropriate water safety for all intra-club water-based activities and on the selection of members and teams for lifesaving based interclub competitions.
- Oversight of general member behaviour and carrying out disciplinary measures as may be warranted in accordance with the Club Policies.
- Oversight of the selection and training of members as Patrol Captains and selection of patrols.
- Oversight of the selection and training of members as Instructors and Examiners.
- Ensures that members are suitably inducted, trained and qualified for their relevant lifesaving duties in accordance with SLSA manuals
- Submits to the Board annually a budget for the provision of resources and training of members to provide for the safety of the bathing public at Scarborough Beach.
- Maintains annually a Beach Operations gear and equipment asset register.
- Responsible for the purchase and roll over of all lifesaving and beach operations equipment, ensuring equipment is current and up to date.

(Collective responsibility)

- Active oversight of the Club's Member Protection Policy.
- Developing, promoting and improving the Club's vision, values and 5-year strategic plan, consistent with the Objects in the Club's constitution.
- Ensuring the Club's constitution and policies are followed and applied to the fullest extent possible and reviewed annually.
- Participates in the development and maintenance of the Club's risk management plan.
- Promotes positive social interaction between members, sponsors and key stakeholders.
- Ensures resources are available for the safety of the bathing public at Scarborough Beach.

5. Performance Goals

- Lifesaving service agreement is undertaken.
- Beach Operations Plan is implemented.
- Club activities are covered by appropriate water safety.
- Members are trained and suitably equipped to carry out their patrol obligations.
- Club patrols and other beach operations activities are well equipped.
- Beach Operations Committee meets on a regular basis and minutes are tabled at Board meetings.
- Member discipline is maintained.
- New members appropriately inducted and awards achieved.
- Annual budget for beach operations is submitted in a timely manner.
- No lives lost at Scarborough Beach during patrol hours.

6. Mandatory Requirement

- Working knowledge and understanding of the (State) ***Associations Incorporation Act 2015*** (particularly Part 5) and the ***Associations Incorporation Regulations 2016*** – and comply to the fullest extent possible.
- Be in possession of (or applying for) a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.
- Be in possession of (or applying for) a National Police Volunteer Certificate.

7. Competencies

- Holder of and currently proficient in the SLSA Bronze medallion.
- Demonstrated planning, organisation and reporting ability.
- Good working knowledge and detailed understanding of SLSA and SLSWA Regulations and Policies related to lifesaving services and member protection.
- Excellent inter-personal skills.
- Ability to report to members and stakeholders on the lifesaving capacity of the Club in a manner that is easily understandable to all present.
- Sound working knowledge of SLSA, SLSWA and Club policies and procedures, including understanding and awareness of member protection requirements.
- Strong understanding of the Club's constitution.