



POSITION DESCRIPTION

Position summary

Position Title (ID)	Development Support Administrator		
Classification	Administrator	Position Category	Full time / Fixed term
Business Unit	Education, Sport and Club Development	Location	Port Melbourne
Reporting to	Development Support Officer	Direct Reports	Nil
General description:	To provide a high level of administration support to Life Saving Victoria's (LSV) aquatic sport training and development programs, resources and events for athletes, officials, coaches, and carnival personnel.		
Governing councils:	Aquatic Sport Council		

Who we are

Overview of LSV:	<p>Our mission is to prevent aquatic related death and injury in all Victorian communities.</p> <p>Our vision is that all Victorians will learn water safety, swimming and resuscitation and be provided with safe aquatic environments and venues.</p>
Our values:	<p>At LSV our core values help us in our decision-making and guide the way we treat volunteers, our community and each other. They are the standard by which we and others will judge the actions of LSV.</p> <ul style="list-style-type: none"> • Positive and respectful relationships (cultural and intergenerational) • Being open, welcoming and inclusive • Personal development through a commitment to lifesaving • Develop healthy lifestyles • Taking personal responsibility for betterment • Being relevant in today's and tomorrow's society • Efficient and appropriate use of available resources • Building stronger and safer communities
Safeguarding Children:	It's everyone's responsibility at LSV to understand and comply with LSV's and SLSA's Safeguarding Children and Young People guidelines.
Risk and safety:	We always take a risk-based approach, ensuring we are informed in our decision making. The safety of our staff, volunteers, and the community is at the forefront of our decisions and activities.

Key responsibilities

- Supporting the Development Support Officer, assist in building the skills and capability of volunteers involved in Sport, including athletes, coaches, officials, and carnival personnel.
- Assist in delivering development opportunities through accredited training, professional development, targeted programs and resources.
- Promote the National Coaching Accreditation Scheme (NCAS) and the National Officiating Accreditation Scheme (NOAS) to lifesaving members and assist with their pathway through these programs.
- Support all administration requirements of programs including accreditations, professional development, pathway and recognition programs for volunteer personnel, athlete development programs and Victorian representative teams.
- Provide high quality and efficient administration and support including administering and maintaining carnival rosters, website content, accreditation requirements and resources (handbooks, newsletters, social media etc.).
- Ensure accurate and timely record keeping and database management.
- Provide support in the production of grant applications, activity, business unit and program reports, including project acquittals.
- Support the delivery of carnivals and events across summer beach, pool and IRB seasons.
- Work cooperatively with Club Committee representatives and stakeholders to deliver the best possible support for club volunteers and to build and foster relationships..

Liaison and key relationships

Internal	<ul style="list-style-type: none"> • Athletes • Officials • Coaches • Carnival personnel • LSV Councils • LSV Volunteers • LSV Staff 	External	<ul style="list-style-type: none"> • Lifesaving Clubs • SLSA • RLSSA • Key Services Providers • Local Government and Land Managers • Sponsors • Other as required
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Experience and Qualifications

Essential experience and qualifications	<p>To be successful in this role you must have:</p> <ul style="list-style-type: none"> • Previous experience in an administration position, with a demonstrated ability to provide high quality administration with a focus on attention to detail • Intermediate computer literacy (Microsoft suite, cloud based software) and demonstrated ability in the use of multiple software applications
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	<ul style="list-style-type: none"> • Experience working with limited supervision in a multi-tasking environment requiring effective time management, team work, attention to detail, problem solving, and excellent communication skills, both written and verbal • Demonstrated success providing high quality customer service, • Current Australian Drivers License and the ability to work flexible hours, including weekends and after hours. • Must have or be able to obtain an employee Working with Children Check.
<p>Desirable experience and qualifications</p>	<p>Whilst not essential, the following will also help you be successful in this role:</p> <ul style="list-style-type: none"> • Previous experience in a sporting club / association, recreation or volunteer organisation • Understanding of and commitment to quality assurance principles • Ability to use a variety of database applications, with a working knowledge of content management systems • Knowledge of water safety, lifesaving, Life Saving Victoria, Surf Life Saving Australia and Royal Life Saving Society Australia.

Capabilities

The LSV capability framework describes the capabilities, expressed as behaviours, which set out clear expectations about performance at LSV. Core Capabilities describe the behaviours fundamental to delivering LSV's mission and vision and Supporting Capabilities describe behaviours that enable this success. Below are the capabilities required for this position.

Core Capabilities	Knowing our Sectors	Demonstrates understanding of the drivers of LSV's short-term objectives as well as some understanding of broader long-term objectives. Commits to upholding individual responsibilities to support these objectives.
	Driving Results	Delivers outputs as instructed, providing and requesting input when required to support colleagues and stakeholders in a way that is timely, reliable and effective.
	Focusing on Stakeholders	Demonstrates basic understanding of stakeholder needs and roles and maintains an awareness of these during day-to-day activities, actioning where relevant.
	Managing Risk & Compliance	Understands the compliance requirements and risks relevant to the role. Considers the consequences of individual actions and possible impact on LSV's mission, vision and operating models and seeks advice when unsure.
	Leading People	Seeks opportunities to develop new skills and applies these to perform own role successfully. Understands and demonstrates LSV's values.
Supporting Capabilities	Innovation	Shows willingness to test new ideas and approaches in own work. Supports innovation initiatives as instructed.
	Agility	Flexibly adapts to accommodate changing requests from their leader, identifies if a change in priority is required and reacts accordingly. Is open to new methods, ideas or approaches.
	Collaboration	Works as a cooperative team-member to produce optimal results. Provides input when required to support accurate and effective working.
	Communication	Explains facts, practices, policies, etc., to others within the scope of their role. Produces work in a manner that is clear, easy to understand and culturally appropriate. Uses vocabulary that is appropriate to the audience. Demonstrates active listening. Ability to professionally present information to stakeholders.
	Being your Best	Remains calm and positive in challenging situations. Perseveres when problems arise. Acknowledges and respects diverse cultures, backgrounds, experiences, perspectives, values and beliefs. Understands the link between health, wellbeing and personal effectiveness. Shares and participates in healthy habits; social, exercise, betterment.