

POSITION DESCRIPTION

This position description describes the duties that the appointee will be expected to undertake. It should not be regarded as a complete and exhaustive list and does not prevent the addition, alteration or deletion of duties from time to time as determined by the Central Region Manager.

Position:	Lifesaving Manager – Central Region
Responsible for:	This position will lead and manage all aspects of the Central Region Lifesaving and Education portfolios in the Capital Coast areas, and provide assistance to Hawkes Bay and Taranaki , including implementing and managing the Regional Lifesaving Plan to ensure the capability and ongoing sustainability of lifesaving within the Central Region.
Reports to:	Central Region Manager
Location:	SLSNZ Head Office, Petone.
Hours of work:	Fulltime role 40 hours per week (some weekend & evening work expected)
Direct Reports:	Seasonal Supervisors (3)
Key Relationships:	Other Central Region Staff SLSNZ Lifesaving & Education Manager SLSNZ National and other Regional Staff Local Area Lifesaving Committees SLSNZ Membership

It is inherent in all areas of SLSNZ work that staff are required to apply and uphold the principles of SLSNZ.

ABOUT SLSNZ

Our Vision is “to save lives by protecting communities through our people”.

Surf Life Saving New Zealand (SLSNZ) is the National Association representing 73 Surf Life Saving Clubs. Today a little over 15,000 people are members of SLSNZ. During the summer of 2010 / 2011 we celebrated 100 years of lifesaving services to New Zealand communities. Providing patrols on 80 of New Zealand’s busiest beaches each summer is just part of what we do, we would like to continue for another 100 years, being a proactive lifesaving service, sporting organisation and providing a range of education programmes ensures that we keep New Zealand’s favourite playground safe for everyone.

Our Purpose is “to lead and support Surf Lifesaving in New Zealand”. SLSNZ will achieve outcomes of...

- **Vibrant, active clubs** with strong membership bases.
- **Financial sustainability** for the movement.
- **Increased capability** for operational excellence.
- **Credibility** as a frontline rescue organisation and as a sport.
- **A greater presence in prevention and education**

www.surflifesaving.org.nz

PURPOSE OF THE POSITION

1. With assistance from the Club Support Officers (CSO's) in the Hawkes Bay and the Taranaki areas, manage all aspects of Lifesaving within the Central Region, ensuring alignment to SLSNZ and other Regions.
2. Work with all key stakeholders to prepare and support the implement the Regional (Central Region) and Lifesaving sections of the Central Region Management Plan to achieve alignment, targets and measures.
3. Provide operational leadership and support to Central Region Clubs in key lifesaving areas encompassing, Patrol Operations, SAR, Lifesaving courses and programmes.
4. Look to grow the lifesaving base across the Capital Coast Clubs at all levels and increase capability within lifesaving.
5. Advocate and support Central Region Lifesaving programmes to align with National Lifesaving programmes.
6. Manage all operational aspects of the Regional Lifeguard programme within the Central Region in conjunction with SLSNZ staff.
7. Manage, with assistance from the CSO's in Hawkes Bay and Taranaki all Lifesaving related assets within the Central Region owned by SLSNZ.

KEY RESPONSIBILITIES

Leadership & Culture

- Review, update, support and monitor the Lifesaving Plans for the Central Region and Local Areas and ensure it will continue to achieve KPI's within the Central Region Management Plan.
- Provide operational leadership, management and technical assistance to the Central Region Local Area Lifesaving Committees.
- Contribute to the alignment of Lifesaving within the Central Region by involving key stakeholders in the delivery of Lifesaving Services at all levels.
- Ensure alignment with Lifesaving and Beach Education Programmes and work with National Lifesaving and Education Manager as required.

Club Development

- Identify club Lifesaving development priorities in the Capital Coast and in conjunction with the Regional Manager, achieve outcomes as part of the Healthy Clubs Initiatives.
- Provide support to all Capital Coast Clubs in terms of Patrol Operations Manual development, SAR capability and lifesaving courses development and application.
- Work with at risk clubs to develop lifesaving programmes that support club health.

Examiners & Instructors

- Promote and implement the current examiners and instructors pathways to build capability within the clubs, Local Areas, Central Region and Nationally.
- Work with key individuals to develop their pathways as Examiners and Instructors.

Knowledge

- Keep current with national and international Lifesaving practices and initiatives.
- Have a good understanding of SLSNZ Human Resources policies and their practical application.
- Have a complete understanding of Lifesaving Policies and regulations and provide support to advisory groups and Chief Examiners throughout the Region.

Reporting

- Attend staff meetings and provide direct accurate reporting against the Local Area and Regional Lifesaving Plans.
- Assist Regional Manager with reporting against Regional Lifeguard Service Delivery Contracts and KPI's.

Operational

- Facilitate the development of all Capital Coast Lifesaving calendars.
- Facilitate delivery of all Lifesaving related courses and development pathways.
- Manage all Lifesaving related budgets
- Provide all operational management for all Regional Lifeguard programmes within the Central Region.
- Manage all Lifesaving related equipment and assets.
- Other tasks and projects as identified by the Central Region Manager.
- Take the lead in Regional Lifeguard and Beach Education staff management.

KEY PERFORMANCE INDICATORS

A four layered approach will be used to measure performance in this role:

1. Personal objectives as identified in Individual Performance Development Plan.
2. Club priorities as identified and committed to as part of the Healthy Club Initiatives.
3. Performance against Local Area Lifesaving Management Plans.
4. Performance against Regional Lifesaving Management Plans.

PERSON SPECIFICATION

1. Excellent relationship management skills
2. Excellent communication skills
3. Leadership coaching skills (i.e. the ability to lead, develop, support and positively influence others)
4. High capability (intellect)
5. The ability to think laterally
6. Attention to detail
7. Problem solving ability
8. Professionalism
9. Integrity to work unsupervised
10. Passion to perform and contribute to SLS
11. Respect from the Clubs / or will earn respect quickly (credibility)
12. Non biased approach towards any Club or activity within SLS
13. Previous experience in our organisation
14. Broad base of surf lifesaving knowledge i.e. sport and lifesaving

SLSNZ VALUES AND COMPETENCIES

1. Leadership:
 - Empowers and inspires others.
 - Consistently demonstrates professionalism.
 - Positively represents team members and SLSNZ.
 - Strong work ethic and personal drive.
2. Building Relationships:
 - Able to map current networks.
 - Seeks to grow and enhance networks.
 - Builds rapport and trust.
 - Known and spoken well of by others.
 - Able to manage conflict.
3. Planning and alignment:
 - Takes personal ownership of tasks and activities.
 - Develops clear plans to achieve goals.
 - Monitors progress against plans and takes action when things get 'off track'.
4. Collaborative decision making:
 - Consult with others to ensure everyone is working together.
5. Leading Change:
 - Makes the case for change.
 - Implementing change.
 - Sustaining change.

6. Developing others:

- Ability to build strong and capable teams.
- Provides constructive and timely feedback.
- Communicates clear expectations