



## North Queensland Branch

### Position Description

<b>Position</b>	<b>Branch Deputy Director of lifesaving</b>
<b>Term of office</b>	<b>Endorsed by the Board for a one-year term</b>
<b>Position Review</b>	<b>Yearly</b>

#### **Purpose of the Position**

The Deputy Director of Lifesaving provides strategic guidance and leadership in support of all Junior Life Saving functions of Branch including providing assistance to Director of Lifesaving their role. Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct.

The primary focus is to ensure the branch and clubs function in a professional and corporate manner and its Surf Life Saving and constitutional functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of North Queensland Branch Surf Life Saving.

#### **Time Commitment:**

The position of Deputy Director of Lifesaving is a voluntary position which requires a commitment of time and energy required to complete the duties of the position. It would be anticipated that the role would require a time commitment of minimum of 6 hours per week

#### **Responsible to:**

- President
- Board of Directors
- Branch Council
- Director of Lifesaving

#### **Functional Relationships:**

- President
- Board of Directors
- North Queensland Regional Staff
- Lifesaving sub-committee
- Clubs & Members

**Governance responsibilities:**

- Attend meetings of Board of Lifesaving and functions
- Attend and complete Branch induction and governance training
- Be responsible to lead through personal demonstration and compliance with, all policies, rules and by-laws of the Branch, SLSQ and SLSA, and to ensure that all Branch, Board and office bearers in carrying out their duties, act in accordance with the same
- Ensure Privacy Act 1988 principles and confidentiality are upheld at all times by all persons with access to Club and member records and correspondence
- Ensure all Branch activities are carried out within the laws of Queensland
- Assist in the Branch Management and Strategic Plans and ongoing review and management of this plan
- Ensure all rules and regulations of the Branch are upheld
- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the Criminal Law (Rehabilitation of Offenders) Act 1986.
- Not have been a bankrupt; or entered a deed of arrangement; or made a composition which remains unpaid; in accordance with the Bankruptcy Act 1966 or corresponding law of another external territory.
- Be eligible to hold a clearance for working with children in accordance with the Working with Children (Risk Management and Screening) Act 2000.
- Have a working knowledge of the Youth Protection Policies

**General responsibilities and duties:**

- Act as the principal leader with overall responsibility for the Branch Junior Lifesaving administration
- Assist in setting the overall Board of Lifesaving standing agenda and help the committee prioritise its goals and ensure office bearers work within this framework
- Assist the Director of Lifesaving in the coordinator for Branch activities and voice members views at appropriate forums
- Identify and communicate to members opportunities available at Club, Branch, State and national levels
- Interact with regional staff on regular basis
- May represent the Branch as Director of Lifesaving and to SLSQ and SLSA as required

**Prerequisites:**

- Be a current member of the association
- Accreditation in Training Small Groups (TSG)
- Current Bronze Medallion and Silver Medallion: Beach Management
- Have a strong commitment to the ideals of surf lifesaving
- Have a complete understanding of the Codes of Conduct

- Have knowledge of the statutory requirements of surf lifesaving and contemporary issues affecting the organisation.
- Attend all Board of Lifesaving meetings
- Good understanding of Club culture and lifesaving operations
- Ability to organise and delegate tasks
- Proficient computer skills and administration
- Excellent communication and interpersonal skills
- Approve annual Clubs patrol hours in consultation with the State Lifesaving Officer
- Ensure effective management of Board of Lifesaving in all of its operations
- Responsible for the conduct of members in the Branch
- Recommend actions to Board of Lifesaving
- Attend all meetings, including committee
- Ensure records are maintained of member re-qualifications each season - Surf Guard
- Prepare and submit monthly reports to the Board of Lifesaving

**Knowledge and skills required:**

- May Chair sub-committees e.g. Lifesaving (where applicable)
- Aware of Work Health & Safety policy
- Strong communication and interpersonal skills
- Well informed of the organisation's activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Branch to members, other organisations and the general public
- Maintain a level of privacy (certain details) to the Branch and its activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Have a good knowledge of the Branch constitution, by-laws, the duties of all office holders and subcommittees, or the ability to quickly assimilate that knowledge
- Must be a supportive leader for all Club's members
- Have a good knowledge of organisational governance including risk management and be able to organise and delegate tasks

**Desirable attributes:**

- Demonstrated rapport with Clubs, Board and regional staff personnel
- Ability to work with others.
- Ability to lead others to achieve goals and outcomes
- Sound leadership skills
- Sound organisational skills
- Sound time management skills
- Sound computer skills - Microsoft Office and Outlook.

- Sound oral and written communication skills
- Public speaking ability
- Good negotiation skills
- Willingness to learn new skills
- Ability to work in a team environment.
- Motivational
- Efficient people management skills
- A sense of justice