



POSITION DESCRIPTION FORM – SURF LIFE SAVING WESTERN AUSTRALIA

Department: Sport and Development
 Position Title: Surf Sports IT Event Support Officer
 Position Level: Casual
 Location: 7 Delawney Street, Balcatta WA 6021
 Main Purpose of Role: IT support at Surf Sports Carnivals
 Subordinate Staff: Nil
 Reporting To: Sport Development Coordinator
 FTE: 0

Surf Life Saving Western Australia is an independent volunteer based community service organisation, whose core purpose is to Saving Lives. Building Great Communities. This is achieved through:

- Minimizing risk on Western Australian beaches by coordinating the efficient operation of beach patrol services, and promote best practices to surf lifesaving clubs and government.
- Facilitating and encouraging youth development, education, training, health and safety of surf lifesavers and the community.
- Providing a range of services and events to engage broader member and community involvement in surf lifesaving and the beach.

Position Description

Position Purpose

The Surf Sports IT Event Support Officer reports to the Sport Department at SLSWA.

The Surf Sports Department is responsible for all SLSWA Surf Sports events and a range of education and development programs for coaches, officials and athletes. The department develops and coordinates the SLSWA Surf Sports season which consists of Pre-Season, Carnival and Championship events in a range of disciplines; manages the delivery of coach and official courses and personal development initiatives; manages the SLSWA High Performance Program (HPP) for emerging and elite junior and senior athletes; and coordinates SLSWA participation in Interstate Surf Sports Competitions.

The primary focuses of the Surf Sports IT Event Support Officer position are:

- Execute the setup and pack down of IT equipment at the SLSWA Surf Sport Carnivals.
- Manage the entry of results into Surf Tec system and finish line camera software.

As all events are run on weekends, the Surf Sports IT Event Support Officer will be required to perform frequent weekend work throughout the season (Dec to March). Training sessions will be planned for weekday evenings (1-2 hrs). The majority of work being performed is in the field.

Organisational Relationships

The Surf Sports IT Event Support Officer works within the Sports Development department and reports directly to the Sports Development Coordinator at SLSWA run events and carnivals.



Position Deliverables		
Key Outcomes	Key Activities	Performance Indicator
Contribute to the operation of Carnival and Championship Events	<p>Assist the Sports Department with the operational requirements of all SLSWA surf sports events which may include:</p> <ul style="list-style-type: none"> • Event bump in and bump out activities. • Carnival Sound System and Finish line camera Set Up • Coordinate with Arena Tablet Operator on results from events • Update Reporting System with official results from Arena • Ensure information is correctly uploaded to website • Monitor and back up finishes from arenas • In the event of a conflict or tight results, review footage to determine correct order of finishers. 	

Selection Criteria	Essential/Desirable
<p>Skills</p> <ol style="list-style-type: none"> 1. Experience or ability to management IT equipment and software. 2. Good decision-making, organisational and communication skills. <p>Experience</p> <ol style="list-style-type: none"> 1. Knowledge of Surf Sports and Surf Life Saving 2. Experience in volunteer organisations and dealing with volunteers 3. Experience in Event Management <p>Special Requirements</p> <ol style="list-style-type: none"> 1. Work hours will primarily be on weekends with occasional weekday trainings through the competition season. 2. C Class drivers licence 3. Working with children check 	<p>Essential Essential</p> <p>Desirable Desirable Desirable</p> <p>Essential</p> <p>Essential Essential</p>

<p>Prepared by: Lee Kim Kong</p> <p>Position title: Program Support Officer</p> <p>Date: 22 November 2019</p>
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Surf Sports IT Event Support Officer Application Form

Applicant Details		
Title	Given Names	Family Name (Surname)
Date of Birth:	DD / MM / YYYY	
Contact Information	Mobile:	
	Email	

Please consider the criteria on the previous page and write a short overview on why you should be considered to be a Surf Sports IT Event Support Officer.

Why you would be suitable to be a Surf Sports IT Event Support Officer

Feel free to add a second page if there is more information available that would support why you would be suitable for this role.

Applicants Name: _____

Applicants Signature: _____