



Job Title:	Coordinator (Swim School)	Job Number:	993
Division:	Corporate	Location:	Canberra
Branch:	Site Commercial	Grade:	3
Section:	Swim School		
Reports to:	Manager, Swim School		
Date of Effect:	15 October 2020		

Organisation overview	<p>The Australian Sports Commission plays a central leadership role in the development and operations of the Australian sport sector and acts as the leading sports agency in Australia, building collaboration, alignment and effectiveness within the Australian sport sector.</p> <p>The AIS Swim School offers swimming lessons for all ages and abilities, from 12 months to adult, contributing to the overall commercial revenue at the ASC in-line with the annual ASC operational plan and Key Performance Indicators.</p>
Our Diversity Message	<p>The ASC supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples (see the SportAUS Reconciliation Action Plan for more information), people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.</p>
Our Culture Message	<p>How you do your job is important to us. All staff at the ASC are committed to consistently act in ways that reflect what we believe in, what we stand for and our commitment to Australia and each other. Our values of respect, integrity, teamwork and excellence underpin how we deliver, lead and manage people and relate to each other and our stakeholders.</p>
Our Safety Message	<p>The ASC wants to be a safe environment for all. We actively undertake measures to ensure the safety of children and young people, athletes and vulnerable people in our physical, digital and cultural environment. This includes risk assessing our positions to determine which require a Working with Vulnerable People or Working with Children licence. State based legislation requires those who work or volunteer with vulnerable people to have a background check and be registered.</p>

Primary Job Purpose	Coordinate the day-to-day operations of the AIS Swim School deliver safe and high quality learn-to-swim and development programs.
Job Responsibilities	<ol style="list-style-type: none">1. Under direction from team managers, deliver the Program operational agenda to achieve business outcomes. This includes:

	<ul style="list-style-type: none"> • Develop and implement strategies to continuously improve all aspects of the Swim School, particularly with a view to increasing participation across all programs; • Provide professional customer service, particularly to Swim School students and their parents, and maintain networks with surrounding schools; • Coordinate administrative aspects of the Swim School's operations including producing newsletters, developing parent/teacher reports, facilitating regular staff meetings and minute taking; • Organise bookings for Swim School programs and maintain accurate records for all enrolments; • Collate data for, and prepare progress reports on the performance of Swim School programs; • Assist and coach less experienced employees, provide mentoring and coaching, including on-the-job training; • Provide supervision and support to a large team of casuals on day-to-day operations and procedural matters, including the preparation of rosters, setting of priorities, technical advice and monitoring the quality of program delivery; • Deliver high quality swimming lessons as required while maintaining industry standards and qualifications. <ol style="list-style-type: none"> 2. Actively participate in the implementation and delivery of policies, guidelines and other resources to achieve business outcomes for the ASC. 3. Actively promote and role model the ASC values of Excellence, Integrity, Respect and Teamwork, and contribute to positive organisational change, effective communication, and continuous improvement at the ASC. 4. Work collaboratively as part of a high performing team/organisation, establishing and maintaining effective partnerships with key internal and/or external stakeholders to deliver high quality business outcomes.
People Management	No direct reports; however, provide supervision, coaching, mentoring and on the job training to staff as required.
Budget Management	No direct responsibility; however, assist in the development and monitoring of Program budgets in conjunction with the Manager.

JOB HOLDER CAPABILITIES	
Qualifications and Experience	<ul style="list-style-type: none"> • Tertiary qualifications or demonstrated experience in sports management or administration. • Experience in an aquatic environment including the supervision and teaching of children and adults. • Experience in supervising and providing on-the-job assistance and guidance to other employees. • Current statement of attainment for providing CPR.

	<ul style="list-style-type: none"> • AUSTSWIM or Swim Australia Teacher of Swimming and Water Safety Certificate. • AUSTSWIM or Swim Australian electives in Infants and Preschool Aquatics, Towards Competitive Strokes and Adults or willingness to obtain.
SPORTAUS WAY BEHAVIOURS	
Lead the way:	We provide strategic direction and share the organisational story to help our teams connect to strategic goals. We take an enterprise wide approach and are accountable for outcomes.
Show the way:	We provide direction through delegating to others and setting clear expectations for delivery.
Builds supportive relationships:	We establish and maintain values-based, caring and respectful relationships that build team spirit and trust.
Relate and communicate with confidence:	We build meaningful stakeholder relationships and networks to support the achievement of outcomes. We make a positive personal impression and communicate in clear and timely way.
Embrace change and display resilience:	We don't just 'tolerate' change - we actively embrace the opportunities it presents. We maintain composure and productivity under pressure as the organisation evolves.
Adopt a growth mindset:	We place high value on the importance of personal drive to achieve outcomes and progress professionally.
Make evidence base decisions:	We create or refer to evidence to inform insights and actions.
Find smarter ways of working:	We find out 'what great looks like'. We are future focussed and committed to continuous improvement and innovation.
Take action and deliver:	We translate strategy and ideas into actions that meet stakeholder needs.
<p>Note:</p> <ul style="list-style-type: none"> • The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment. • This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment. PLEASE NOTE: It is your responsibility to obtain the appropriate licence. Please check out the below site for how to apply ACT - NSW - VIC - QLD • This position may require weekend work, or outside ordinary work hours. 	