



BOATSHED AND SAFETY MANAGER Position Description

POSITION DETAILS			
Department	Student Services, Sports and Activities	Enterprise Agreement	General Staff
Location	Senior Campus, Mowbray Heights	Remuneration	School Operational Services Grade 3
Manager	Director of Sport	WHS Role	Workplace Health and Safety Worker
Employment Status	Part-time (0.3) FTE	Date	2 September 2019

ABOUT LAUNCESTON CHURCH GRAMMAR SCHOOL

Launceston Church Grammar School is an Anglican co-educational day and boarding community where global learners and leaders are nurtured, challenged and inspired to serve and shape our world with courage, curiosity, creativity and compassion.

GRAMMAR IDENTITY	GRAMMAR IDENTITY IN ACTION	GRAMMAR VIRTUES
<ul style="list-style-type: none"> • Global Learners and Leaders • Courageous Learners and Leaders • Curious Learners and Leaders • Creative learners and Leaders • Compassionate Learners and Leaders 	<ul style="list-style-type: none"> • Understanding, engaging and influencing our world. • Embracing challenges in our world with sincerity and justice. • Exploring and examining our world. • Discovering and designing solutions for our world. • Seeking and serving the needs of our world. 	<ul style="list-style-type: none"> • Wisdom, Gentleness, Love • Sincerity, Justice, Forgiveness • Humility, Thankfulness, Patience • Hope, Joy, Perseverance • Service, Compassion, Kindness

PURPOSE OF THE POSITION

This position is responsible for managing the day to day operations and maintenance of the Launceston Grammar rowing equipment. By providing logistical support to the rowing programme to ensure safe participation at rowing regattas, thereby ensuring the School meets safety and compliance expectations.

REPORTING RELATIONSHIPS		
<pre> graph TD A["Deputy Head (Students) / Head of Senior Campus Nick Foster"] --> B["Director of Sport Adrian Finch"] B --> C["Rowing Coordinator Vacant"] C --> D["Boatshed and Safety Manager Vacant"] C --> E["Rowing Coaches"] </pre>	Direct Report	Nil
	Key Relationships	<ul style="list-style-type: none"> • Director of Sport • Property Manager • Rowing Coordinator • Rowing Coaches • Rowing Management Group members • MAST • Servicers and Repairers • Suppliers • Students • Teaching and General Staff • Parents • Launceston Grammar Community

CLASSIFICATION DETAILS (Pay-level 3)	
Competency	Competency at this level involves application of knowledge with depth in some areas and a broad range of skills. There are a range of roles and tasks in a variety of contexts. There is some complexity in the extent and choice of actions required. Competencies are normally used within routines, methods and procedures. Some discretion and judgement is involved in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.
Judgement, Independence & Problem Solving	Exercise judgement on work methods and task sequence within specified timelines and standard practices and procedures. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.
Level of Supervision	In some positions, routine supervision, moving to general direction with experience. In other positions, general direction. This is the first level where supervision of other employees may be required. When employees are working alone, they may work semi-autonomously.

SELECTION CRITERIA	
Qualifications, Registration and Licences	<p>Working with Vulnerable People Registration – Department of Consumer, Building and Occupational Services.</p> <p>First Aid – HLTAID004, Provide First Aid in an Education and Care Setting.</p> <p>Vehicle Licence – Current driver’s licence. A light rigid vehicle licence is desirable.</p>
Experience	<p>Administration – relevant experience, in an office environment.</p> <p>Trade – practical trade experience in a relevant area of technical expertise e.g. mechanical repairs is desirable.</p>
Skills	<p>Instructing — Teaching others how to do something.</p> <p>Speaking — Talking to others to convey information effectively.</p> <p>Writing — Communicating effectively in writing as appropriate for the needs of the audience.</p> <p>Monitoring — Monitoring/Assessing performance of yourself, other individuals, to make improvements or take corrective action.</p> <p>Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.</p> <p>Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p> <p>Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.</p> <p>Time Management — Managing one's own time and the time of others.</p> <p>Service Orientation — Actively looking for ways to help people.</p>
Personal Attributes	<p>Dependability — Being reliable, responsible, and dependable, and fulfilling obligations.</p> <p>Integrity — Being honest and ethical.</p> <p>Attention to Detail — Being careful about detail and thorough in completing work tasks.</p> <p>Initiative — A willingness to take on responsibilities and challenges.</p> <p>Adaptability/Flexibility — Being open to change (positive or negative) and to considerable variety in the workplace.</p> <p>Concern for Others — Being sensitive to others' needs and feelings and being understanding and helpful on the job.</p> <p>Cooperation — Being pleasant with others on the job and displaying a good-natured, cooperative attitude.</p>

PROFESSIONAL KNOWLEDGE		
KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Mechanical	<ul style="list-style-type: none"> Knowledge of machines and tools, including their designs, uses, repair, and maintenance. 	<ul style="list-style-type: none"> Demonstrated knowledge and application of mechanical repairs that results in equipment reliability.
Transportation	<ul style="list-style-type: none"> Knowledge of principles and methods for moving people or goods by road, including the relative costs and benefits. 	<ul style="list-style-type: none"> Demonstrated knowledge and application of transportation legislation and codes of practice.
Customer and Personal Service	<ul style="list-style-type: none"> Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. 	<ul style="list-style-type: none"> Respond to enquiries immediately and resolve within one business day or referred on to appropriate person. All staff, students and community members are always treated courteously and professionally.
Workplace Health and Safety	<ul style="list-style-type: none"> Knowledge of relevant legislation and codes of practice. 	<ul style="list-style-type: none"> Demonstrated knowledge and application of workplace health and safety legislation and codes of practice.

PROFESSIONAL PRACTICE		
KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Boatshed	<ul style="list-style-type: none"> Undertake regular inspection of housekeeping practices and building facilities including but not limited to doors, windows, floors, storage areas, bathrooms, electrical and other mechanical equipment. Undertake regular inspection of all motorboats including all safety equipment. Ensure that all motorboats have adequate petrol supplies. Carry out minor repairs of equipment where capable and arrange for all other repair or maintenance work to be completed through the Property Manager. Occasional extra duties as assigned. Communicate and delegate appropriate tasks to the Parent Support Group. 	<ul style="list-style-type: none"> Documented evidence of equipment and property inspections. Documented evidence of motorboat inspections. Documented evidence of safety equipment inspections. Documented evidence of repair work undertaken.

	<ul style="list-style-type: none"> • Assist the Rowing Management Group to maintain equipment rollover, equipment upgrades and maintenance records. • Assist the Rowing Coordinator to maintain an equipment value and inventory list. 	
Workplace Health and Safety	<ul style="list-style-type: none"> • Conduct an induction for coaches and volunteers for duty of care, trailer towing, equipment use practices, tinny driving, boatshed and vehicle access practices • Ensure that relevant personnel hold required licenses and operational skills to ensure the safe use of all rowing equipment, boats, trailers and vehicles. • Be pro-active in the identification and resolution of work health and safety issues within relevant areas of responsibility. • Promptly report all maintenance or safety issue/s including any issue reported to you from rowers or volunteers. • Assist the Rowing Coordinator with pre and post season and ad-hoc audits of floatation devices, lifesaving and boat safety equipment to ensure that School policy and procedures are maintained. • Support the effective development, implementation and review of the rowing safety policy and procedures such as (but not limited to) risk assessment, hazard and injury reporting, water and equipment safety. • Use defined risk assessment procedures to determine if a scheduled on-water session is safe to conduct and make appropriate modifications or the decision to cancel the session if required. This responsibility may be delegated to an appropriately qualified person when required. • Ensure that routine safety inspections of all equipment, buildings, boats, trailers and vehicles are conducted. • Complete safety audit checklist. 	<ul style="list-style-type: none"> • Documented evidence of inductions for rowing community members. • Documented evidence of required licences for rowing community members. • Documented evidence of workplace health and safety issues being investigated, appropriate corrective actions implemented, and outcomes monitored. • Documented rowing safety policies and procedures. • Evidence of risk identification and management strategies. • Documented evidence of regular safety audits and completion of checklists.

	<ul style="list-style-type: none"> Uphold and support the School's WHS Policy and procedures and follow reasonable work requests or directions related to work health and safety. Take reasonable care for own health and safety and for the health and safety of others. 	
Rowing Programme	<ul style="list-style-type: none"> Maintain regular communication with the Rowing Coordinator. Attend scheduled Rowing Management Group meeting. Provide logistical support with equipment and trailer transport to training and competition venues. Coordinate boat loading and unloading for all regattas Attend all school regattas and selected club regattas. Promote and ensure that all rowers and personnel uphold the mission of the programme, the sporting ethos and Code of Conduct. Support the Rowing Coordinator and Rowing Management Group with the fleet rollover plan. 	<ul style="list-style-type: none"> Regular meetings and evidence of communication with the Rowing Coordinator. Attendance at Rowing Management Group meetings. Attendance at regattas, as directed by the Rowing Coordinator.

PROFESSIONAL ENGAGEMENT		
KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Engage Professionally with Colleagues and the Community	<ul style="list-style-type: none"> Understand the implications of and comply with relevant legislative, administrative, organisational and professional requirements, policies and processes. Establish and maintain respectful collaborative relationships with colleagues, students, parents and the community. 	<ul style="list-style-type: none"> Abide by all Launceston Church Grammar School policy and procedures. Display appropriate electronic etiquette.

PROFESSIONAL BEHAVIOUR		
KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Child Safety	<ul style="list-style-type: none"> • Be aware of, understand and comply with the principles of the Child Safe Standards. • Ensure adherence to the School's Child Protection Policy, including the Child Safe Standards, and demonstrate behaviours in accordance with these. • Complete Child Protection training upon commencement at the School, and as required from there on in. • Take all reasonable steps to protect students from abuse. • Report any reasonable belief that a child's safety is at risk as per school policies and procedures. • Be committed to providing a safe physical and emotional environment where students are respected and treated with dignity in an appropriate professional and caring manner. 	<ul style="list-style-type: none"> • All Launceston Church Grammar School policy compliance is met.
Work Safely	<ul style="list-style-type: none"> • Ensure you behave in a way that is safe and appropriate in all situations. • Undertake any training as required for the effective performance of your duties. • Follow Launceston Church Grammar School Workplace Health and Safety policy and procedures. • Report any hazards, accident and incidents. 	<ul style="list-style-type: none"> • Student and staff safety are maximised. • Students and staff are not exposed to unnecessary risk of harm. • All Launceston Church Grammar School policy compliance is met.

As the needs of the School change, other duties and responsibilities as reasonably required by the Rowing Coordinator, may be allocated.

CONDITIONS OF EMPLOYMENT	
Employment Legislation	<p>Specific conditions of employment are derived from the Fair Work Act 2009, the Educational Services (Schools) General Staff Award 2010 and the Launceston Church Grammar School (General Staff) Enterprise Agreement. These documents may be viewed at:</p> <p>Fair Work Act http://www.austlii.edu.au/au/legis/cth/consol_act/fwa2009114/</p> <p>Educational Services (Schools) General Staff Award 2010 https://www.fwc.gov.au/documents/documents/modern_awards/award/ma000076/default.htm</p> <p>Launceston Church Grammar School (General Staff) Enterprise Agreement https://www.fwc.gov.au/documents/documents/agreements/fwa/ae417496.pdf</p>
Remuneration	<p>Remuneration is based on School Operational Services Employee Grade 3. The commensurate hourly rate for this role is \$26.159093, which is based on the full-time equivalent salary of \$51,010.23 per annum.</p>
Ordinary Hours of Work	<p>The full-time equivalent expectation of this position is 0.3. Throughout the course of the School year there will be peak times (e.g. during the Rowing season) and times where there is only a small requirement (e.g. during the off season). Within the 0.3 parameter your hours and days of work are flexible. Guidance will be provided by the Rowing Coordinator regarding exact requirements. There is a requirement to work on weekends, as advised by the Rowing Coordinator.</p>
Working with Vulnerable People Registration	<p>In accordance with the provisions of the <i>Working with Vulnerable People Act 2013 (Tasmania)</i>, all Launceston Church Grammar School employees are required to register to work with vulnerable people. This registration is commonly referred to as the Working with Children Check. Registration is issued by the Department of Consumer, Building and Occupational services; please refer to https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people for further information.</p> <p>Registration is valid for three years. Employees are responsible for the cost of registration. At the commencement of employment and every three years thereafter, employees must supply the Human Resources Department with a copy of their registration details or complete a Registration to Work with Vulnerable People Statutory Declaration until their registration application has been processed. Failure to obtain and / or maintain registration may result in termination of employment.</p>

First Aid	<p>All Launceston Church Grammar School employees are required to hold the HLTAID004 – Provide First Aid in an Education and Care Setting qualification.</p> <p>Employees are responsible for initial cost of this qualification. The School provides for the 3 yearly re-certification of this qualification, following commencement of employment.</p>
Travel	<p>This position is based at the Senior Campus in Mowbray, however the need to travel both locally and interstate may arise.</p>
IT Services	<p>An IT device suitable to the work being performed will be provided.</p>
Workplace Health and Safety	<p>As an employee of Launceston Church Grammar School, while at work you must:</p> <ul style="list-style-type: none"> • Take reasonable care for your own health and safety; and • Take reasonable care that your acts or omissions do not adversely affect the health and safety of others; and • Comply, so far as you are reasonably able to, with reasonable instruction provided by the School; and • Co-operate with reasonable policy and procedure relating to health and safety at the workplace that has been notified to staff by the School. <p>Specific terms of reference can be found in Clause 28 the Work Health and Safety Act 2012 (Tasmania).</p>