



Circular 071:06:08

To: Club Presidents
Chief Instructors
Interest Parties

Club Secretaries
Club Captains

CC: LSV Board of Directors

From: Brooke Irvine
General Manager – Education and Training

Date: 26 June 2008

Subject: Employment Opportunity – Development Officer RTO Compliance & Resources

Action: Applications close Thursday 10 July 2008 at 5:00 pm

Life Saving Victoria, established in 2002 is Victoria's peak Water Safety and Lifesaving organisation with a mission to prevent aquatic related death and injury across all Victorian communities. We strive to provide all Victorians with water safety, swimming, resuscitation, and safe beaches, water environments and aquatic venues.

We achieve this by working with our members, communities, educational institutions, governments, and other organisations in the provision of best practice education, training, surveillance and rescue and risk management services.

Life Saving Victoria requires a proven professional with outstanding commitment to quality outcomes and strong attention to detail. Commercially you are a sound and proactive thinker and enjoy working in a dynamic and motivated team environment and with volunteers.

The Development Officer RTO Compliance and Resources will maintain RTO systems ensuring Life Saving Victoria is fully compliant to AQTF 2007 standards, while providing direction for a small team of staff and volunteers and ensuring all stakeholders are regularly informed with current training strategies and requirements.

Candidates applying for this role must have sound knowledge of the VET industry, AQTF standards and curriculum development and training. You will have relevant qualifications and sound business skills.

In return Life Saving Victoria will provide an attractive remuneration package and a fabulous office location and facilities.

Position Description available upon request – ring (03) 9676 6941 or email brooke.irvine@lifesavingvictoria.com.au

To be considered for this position, please forward your application to:

Ms Brooke Irvine
General Manager Education and Training
Life Saving Victoria
PO Box 353
South Melbourne DC VIC 3205

Or email to:

brooke.irvine@lifesavingvictoria.com.au

Applications close Thursday, 10 July 2008 at 5: 00pm.

For additional detail on this Circular contact: Brooke Irvine – General Manager, Education and Training

Email brooke.irvine@lifesavingvictoria.com.au or by phone (03) 9676 6941

Circulars are also available at www.lifesavingvictoria.com.au

Address: PO Box 353 South Melbourne DC 3205