



## **Circular 154:11:07**

**To: Club Secretaries Club Presidents**  
**Interested Parties**

**Cc: LSV Board LSV Staff**

**From: Aquatic Risk Services Department**

**Date: 9 November 2007**

**Subject: Position Available – Project Officer Aquatic Risk Services**

**Action: Applications to below email address**

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As the Aquatic Industry's leading experts in Risk Management, Life Saving Victoria's Aquatic Risk Services department is seeking an enthusiastic professional to provide assistance to the Aquatic Risk Services Coordinators.

As part of the dynamic Life Saving Victoria's Aquatic Risk Services Department, the Project Officer will provide assistance to the Aquatic Risk Services Coordinators in the effective preparation, administration and delivery of department projects, in particular Aquatic Facility Safety Assessments, Safety Signage Assessments and review of the Guidelines for Safe Pool Operations.

Essential competencies for the role are;

- Background and knowledge of lifeguarding in, and operation of commercial aquatic facilities;
- The ability to communicate effectively with clients and LSV staff;
- The ability to solve problems in relation to risk management;
- The ability to work in a small team environment;
- High level of competence in Microsoft Office, particularly Word, Excel, PowerPoint and Outlook
- Polished written and oral presentation skills
- Self-starter with ability to work under limited direction.

Desirable competencies of applicant include:

- Current Pool Lifeguard, First Aid and/or Pool Operators certificates;
- Knowledge of Life Saving Victoria, Royal Life Saving Society Australia and/or Surf Life Saving Australia products & training programs;
- Knowledge of or competency/qualification in risk management;
- Sales and marketing experience.

Please send applications and resumes to:

Daniel Brooks  
Coordinator (Commercial)  
Aquatic Risk Services  
at [daniel.brooks@lifesavingvictoria.com.au](mailto:daniel.brooks@lifesavingvictoria.com.au); or  
Life Saving Victoria  
PO Box 353  
South Melbourne DC VIC 3205

by 21 November 2007.

**For additional detail on this Circular contact: Daniel Brooks  
Email [daniel.brooks@lifesavingvictoria.com.au](mailto:daniel.brooks@lifesavingvictoria.com.au) or by phone  
(03) 9676 6924  
Circulars are also available at [www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au)  
Address: PO Box 353 South Melbourne DC 3205**