



# **PROJECT MANAGER**

**WATER SAFETY NEW ZEALAND**

## **POSITION DESCRIPTION**

**2010**

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<b>TITLE</b>	Project Manager
<b>LOCATION</b>	Water Safety New Zealand Inc Booth House 202-206 Cuba Street Wellington
<b>REPORTS TO</b>	General Manager, Water Safety New Zealand
<b>INTERNAL LIAISONS</b>	Board of Directors Executive Director Advisor – Policy and Planning Business Manager Regional Managers (3) Accountant Executive Officer Administration Officer
<b>EXTERNAL LIAISONS</b>	Member Organisations Community Groups including Schools Sponsors Local & Central Government Politicians & Officials/Officers Government Departments Media Contractors

## ORGANISATION PURPOSE

The purpose of the organisation is described in the Water Safety New Zealand (WSNZ) Mission:

“Through water safety education prevent injury and drowning.”

The WSNZ Strategic Direction 2007 – 2012 outlines the organisations key strategic priorities.

## POSITION PURPOSE

The Project Manager will be required to provide direction and policy to WSNZ on aspects relating to water safety education and drowning prevention in New Zealand.

The Project Manager will contribute to the operations of WSNZ through the provision of expert technical, and project management services. Specifically this will involve:

### Water Safety Activities And The Drowning Problem

- The Project Manager must be aware of relevant matters pertaining to aquatic activities, accidents, fatalities, and education programmes of WSNZ, and its members, associated water and community groups. All safety concerns must be identified and, where necessary, included for attention in the WSNZ planning process.

- This will include the monitoring and utilisation of media and editorial opportunities including periodicals and organisations newsletters with targeted information consistent with planning priorities.
- It will be necessary to be familiar with all legislation affecting water safety. There is also a specific need to have a full understanding of water safety standards and any other elements regarding water safety so as to be able to offer advice on water safety issues as and when required

### **Project Management**

- The Project Manager will be responsible for the development, control and maintenance of the following initiatives:
  - Under Five WaterWise;
  - River Safety;
  - Pool Safety;
  - Maori/Pacific;
  - School Education;
  - WSNZ Member projects.
- The Project Manager will be the Liaison person in respect to all aspects pertaining to the ACC Contract.
- The Project Manager will also recommend new projects on a needs basis.
- The research coordination by the Project Manager will consist of ensuring WSNZ is in a prime position to utilise credible research to validate and justify all projects. The requirement for evidence based drowning prevention interventions is necessary.
- All WSNZ projects must be justified based on the provision of drowning statistics from DrownBase™ and also take account of available injury related statistics.

### **Policy Formulation**

- Make appropriate recommendations to form the basis of policy to be adopted by WSNZ.

### **Budgeting & Financial Planning**

- To be responsible for the budgeting and financial planning and reporting on budget performance within the responsibilities of the position.

### **Liaison**

- The Project Manager has a responsibility to liaise and, where necessary, represent WSNZ on committees associated with aquatic organisations, Government Departments and agencies and also community groups.
- To work with other WSNZ staff members to ensure that WSNZ promotional and educational resources and funding submissions are technically sound.

### **Event Management**

- The Project Manager will have an appropriate involvement in events relating to the delivery of water safety activities.

## **ORGANISATION STRUCTURE**

Refer Attachment

## ACCOUNTABILITIES

### Project Development

- Monitor and develop industry standards and codes of practice.
- Where appropriate develop new initiatives within existing or new projects.

### Planning

- To provide relevant information for forward planning and budgeting on an annual basis.
- Provide appropriate advice for recommendations to be made for inclusion in policy and planning documents.

## CORE COMPETENCIES

### Management & Leadership Capabilities

- Sound management skills, with the ability to deliver on WSNZ aims and strategies within budget, and maximise the quality and contributions of staff in achieving those aims and strategies.

### Relationship Management & Communication

- An ability to build and maintain positive working relationships with people at all levels within the sector.
- An ability to communicate clearly and effectively with a wide range of people in all situations.

### Political Awareness

- An understanding of the wider context, social and political, that WSNZ operates within.

### Personal Qualities

- Honesty and integrity, with high personal and professional standards.
- Uses initiative to seek opportunities to learn new ideas and processes.
- A personal commitment to excellence.
- Maintains an interest in water based activities and issues, particularly in education.

APPROVED \_\_\_\_\_

EXECUTIVE DIRECTOR

DATE \_\_\_\_\_

