

Position description

Project Manager – Culture & Wellbeing

Version; HR-0823



Position summary

Position title (ID)	Project Manager – Culture & Wellbeing		
Career level	Manager/lead specialist	Position category	Part-time Fixed term
Business unit	Shared Services	Location	Port Melbourne
Reporting to	Senior Manager – P&C	Direct reports	NIL
General description	<p>The Project Manager – Culture and Wellbeing is responsible for driving initiatives that foster a respectful, inclusive, and collaborative culture within Life Saving Victoria. This role involves leading the Civility & Respect Project, which aims to transform culture and behaviours through targeted education, support, and arrangements that promote respectful interactions, enhance overall wellbeing, and improve relationships among staff, members and volunteers.</p> <p>Key responsibilities include the project management and coordination of a targeted training program and development of various resources/tools designed to promote psychological safety and positive behaviour change for various age groups and roles. The Lead Specialist will engage stakeholders using a practical, educative, and evidence-based approach.</p> <p>The role also involves ensuring the effective initiation and management of the project to achieve planned objectives, goals and success criteria.</p>		
Governing councils	N/A		

Who we are

Overview of LSV:	<p>Save lives and empower communities to safely enjoy water</p> <p>This purpose statement reflects our commitment to making a difference in people's lives while fostering the safe and enjoyable use of water resources. It is linked to and consistent with the proud traditions and programs of our founding organisations, the Royal Life Saving Society – Australia and Surf Life Saving Australia.</p> <p>We want every person associated with our organisation to connect with this purpose statement and inspire our volunteers, members, colleagues, and staff to continue our vital work, fuelling our passion and dedication towards our collective goals. Together, we will make a meaningful difference in the lives of individuals and communities.</p>
-------------------------	---

Position description

Project Manager – Culture & Wellbeing

Version; HR-0823



Our values	<p>At LSV, our core values help us make decisions and guide how we treat volunteers, our community, and each other. They are the standard by which we judge LSV's actions.</p> <ul style="list-style-type: none">• People – we put PEOPLE at the centre of everything we do• Courage – we have the COURAGE to act• Community – we are a united COMMUNITY• Trust – we are TRUSTED in our water safety programs and practices• Respect – we RESPECT our organisation, environment and communities.
Safeguarding children	<p>It's everyone's responsibility at LSV to understand and comply with LSV's and SLSA's Safeguarding Children and Young People guidelines.</p>
Risk and safety	<p>We always take a risk-based approach, ensuring we are informed in our decision making. The safety of our staff, volunteers, and the community is at the forefront of our decisions and activities.</p>

Key responsibilities

- Responsible for delivering the Project aimed at transforming LSV's culture and wellbeing through education, support, and resources that encourage respectful interactions, enhancing overall wellbeing, improving relationships, and productivity for staff, members and volunteers.
- Introduction of a targeted training program delivered through our partner network designed to promote and foster a culture of psychological safety and maintain positive behaviour change.
- Ensure the Project is effectively initiated, coordinated, and managed to deliver its objectives and goals, including providing regular updates on communications and progress actions to the Steering Committee and Project Team.
- Coordinate and participate in reference groups, surveys and other forums to support the data collection, analysis and disseminate information.
- Actively collaborate and consult with internal and external stakeholders through the project in a meaningful way and ensure individuals are provided with opportunities to contribute to the project.
- Support the review and development of relevant policies, procedures, guidelines, and resources for the implementation and sustainability of the project.

Position description

Project Manager – Culture & Wellbeing

Version; HR-0823



- Act as a key contact point for all matters relating to the project. Develop and maintain appropriate project documentation, including meeting minutes, actions, and progress reports.
- Support the Research & Health Promotion Team to scope the development of the Diversity, Equity, and Inclusion Strategy and engaging with key internal and external stakeholders

Liaison and key relationships

Internal <ul style="list-style-type: none">• LSV CEO• LSV EMT & BMT Team• LSV Staff & Volunteers• LSV State Leadership	External <ul style="list-style-type: none">• As required by projects
--	---

Experience and qualifications

Essential experience and qualifications	<p>To be successful in this role you must have:</p> <ul style="list-style-type: none">• A tertiary qualification in social sciences, human resources, project management or related discipline.• 5+ experience in social planning or impact, people and culture, community development or a related field developing and implementing a range of learning and diversity campaigns, events and programs.• Ability to educate and advocate on disadvantage and other diversity and access issues with strong communication and collaboration skills.• Demonstrated ability to support teams to meet objectives with minimal supervision and in a multi-task environment.• Excellent written and verbal communication skills and strong ability to lead and influence stakeholders across different levels.• Must have or be able to obtain an employee Working with Children Check.
Desirable experience and qualifications	<p>Whilst not essential, the following will also help you be successful in this role:</p> <ul style="list-style-type: none">• Experience working with dispersed workforce, multiple stakeholders, volunteers, for purpose or similar workforce.• Knowledge of water safety, lifesaving, Life Saving Victoria, Surf Life Saving Australia and Royal Life Saving Society Australia.

Position description

Project Manager – Culture & Wellbeing

Version; HR-0823



Manager/lead specialist capabilities

The LSV capability framework describes the capabilities, expressed as behaviours and skills, which set out clear expectations about performance at LSV. Core capabilities describe the behaviours and skills fundamental to delivering LSV's mission and vision and supporting capabilities describe behaviours and skills that enable this success. Below are the capabilities required for this position.

Core capabilities

Knowing our sectors	Proactively ensures strong knowledge of sector/s issues and initiatives and remains up to date. Applies deep technical knowledge to improve efficiency, effectiveness, and value of LSV's operating models and operational activities.
Driving results	Takes ownership for delivery of allocated work streams in a timely and effective manner and escalates issues where required. Operates with speed and flexibility. Maintains focus on achieving results drawing from technical knowledge to find solutions in challenging situations.
Focusing on stakeholders	Develops a thorough familiarity of stakeholders and considers and balances these in activities undertaken. Applies technical understanding to ensure that the quality of products, services or concepts balances the needs of stakeholders and LSV.
Managing risk and compliance	Identifies where improvements to managing risk can be made within own remit of responsibility in alignment with team and organisational plans. Proactively considers the compliance and risk implications of new methodologies or solutions, taking responsibility where necessary to review and adapt procedures to protect LSV's mission and vision.
Leading people	Supports and provides focused on-the-job training for colleagues and new starters to address skill gaps, and role models LSV's values. Imparts technical knowledge and provides support to colleagues as required.

Supporting capabilities

Innovation	Thinks beyond the team's conventional approaches to formulate creative methods to deliver results. Utilises technical skills to support the development of new ideas and innovative working methods that contribute toward effectively achieving LSV's mission and vision.
Agility	Proactively identifies and develops new methods or improvements to address work challenges within own work area and applies flexible prioritisation. Deals effectively with complex situations or problems by breaking them down into

Position description

Project Manager – Culture & Wellbeing

Version; HR-0823



	smaller parts. Actively seeks feedback on performance to continually improve capability.
Collaboration	Identifies opportunities to work with others and actively participates in accomplishing team goals. Supports team thinking by sharing relevant technical knowledge and expertise.
Communication	Communicates in a clear and concise manner, using the most appropriate method for the situation e.g. face to face, email etc. Reaches agreement through flexibility and compromise. Clearly communicates concepts and updates at internal and external forums. Explains complex technical issues in practical and simple terms.
Being your best	Role models resilience and responds appropriately in challenging situations. Works through challenges and remains calm and focused. Is responsive to and respectful of diverse cultures, backgrounds, experiences, perspectives, values and beliefs. Understands the link between health, wellbeing and personal effectiveness. Shares and participates in healthy habits; social, exercise, betterment.