



<Insert name> Surf Life Saving Club
Position Description – Radio Officer

Purpose

- Effective management and coordination of Radio Operations services and equipment for, and on behalf of the Club
- Availability as the key contact for matters concerning Radio Operations services, equipment and facilities
- Oversight of Radio Operations services for patrols, club and interclub activities held at <insert name> Beach, or areas and activities within the control of <insert name> Surf Life Saving Club

Qualifications

ESSENTIAL

- Financial member of <insert name> Surf Life Saving Club
- Holder of a recognised Surf Life Saving Australia award:
 - Radio operator certificate

DESIRABLE

- SLSA Silver Medallion: Radio Controller's Certificate Award
- Holder of a current and clear Police/Security clearance check

Scope of Accountability

- Regular attendance at meetings relevant to the provision of Radio Operations services, with effective contribution to the meeting process and decision making
- Coordination and oversight of maintenance of club Radio Operations equipment and facilities
- Provide representation of the club at relevant forums
- Promotion of the club to the community of Western Australia
- Liaison, as required, with counterparts at other surf life saving clubs
- Preparation of monthly and annual reports on activities associated with Radio Operations services provision

Reports To

- Director of Lifesaving Services

Direct Reports

- Nil

Key Performance Indicators

- Effective contribution to a safe and healthy environment for all aspects of surf club activities regardless of location
- Timely and accurate monthly and annual reports relating to First Aid service provision
- Effective management of Radio Operations services, facilities and equipment
- Provision of specialist training to club members, e.g. the Radio Operations component of the Bronze Medallion or Surf Rescue Certificate



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- Efficient organization of qualified Radio Operations personnel and associated key activities relating Radio Operations service provision
- Promotion of member participation in Radio Operations and related awards training and skills maintenance

Name

Signature

Date