

POSITION DESCRIPTION FORM

Department:	Lifesaving and Training
Position Title:	Lifesaving Officer – Aerial Surveillance
Position Level:	Officer
Location:	SLSWA, 7 Delawney Street Balcatta, WA 6021
Main Purpose of Job:	Responsible for the effective delivery of aerial surveillance and rescue services involving helicopter and drone technologies. The role encompasses strategic, operational and financial implementation, analysis and monitoring so that reliable and effective services are delivered to the community to support the efficient delivery of lifesaving services at identified locations.
Subordinate Staff:	Helicopter Crew Chief, Aircrew and Rescue Swimmers, SLSWA Drone Operators
Reporting To:	Lifesaving Coordinator
FTE:	1.0 (37.50 hours)
Special conditions:	(Fixed Term)

Department Structure and Relationships

The Lifesaving Operations Officer - Aviation position exists within the SLSWA Lifesaving and Training Department and has a direct reporting relationship as per the structure below:



Position Description

The Lifesaving Officer - Aviation provides support to and receives guidance and direction from the Lifesaving Coordinator in achieving the outcomes of the SLSWA Strategic Management Plan.

The Lifesaving Officer – Aviation will provide action or monitoring of the following areas associated with SLSWA Helicopter Rescue Service and Drone Patrol (RPA) activity (but is not limited to):

- Assist to analyse and monitor against agreed operational and financial performance of the aviation program;
- Implement the delivery of any contractual obligations SLSWA enters into as a supplier or customer in the provision of lifesaving aviation based services and activity;
- Provide oversight of operational activities of SLSWA Aircrew, Rescue Swimmers and RPA Controllers;
- Monitor, adjust and maintain operational document suite, including Operations Manual and Standard Operating Procedures, pertaining to aviation programs;
- Monitor and maintain a record of licences, ratings and other qualifications held by SLSWA relative to air crew, rescue swimmers and RPA Controllers; including management of the CASA registration requirements for Sub 2kg 'Excluded' Category;
- Maintain SLSWA Aviation services software licences and oversee the input of data – preparing and compiling activity reports as required;
- Maintain oversight of all imagery data (video / photograph) obtained by SLSWA Aviation programs through patrols and ensure availability of data for SLSWA requirements;
- Organise the initial training of SLSWA Aircrew, Rescue Swimmers and RPA Controllers;
- Organise refresher training for all existing SLSWA Aircrew, Rescue Swimmers and RPA Controllers;
- Develop capacity of SLSWA to manage and deliver training of Aircrew, Rescue Swimmers and RPA Controllers;
- Maintain and develop the professional standards of SLSWA Aircrew, Rescue Swimmers and RPA Controllers and ensure all training procedures and material is current by maintaining contemporary awareness of Civil Aviation procedures;
- Develop and maintain an awareness of CASA Drug and Alcohol Management requirements for staff/volunteers that operate within the Aviation operations;
- Complete the procurement of equipment associated with aviation activity;
- Comply with maintenance schedule requirements and keep appropriate records;
- Develop and implement aviation rosters for staff and volunteers in the delivery of aviation services and activity with consideration to intelligence on conditions; sur sport events and other community activity.
- Ensure that the SLSWA Drone operations are contemporary and in keeping with national and international practices and technology changes;
- Work with other Lifesaving Officers (Lifeguards / Jet Skis/Clubs) and assist with their programs as required;
- Any other duties as required.

Selection Criteria	Essential/ Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Aviation service delivery experience- pre-flight / flight operations / post flight / maintenance • RPAS Operations – pre-flight / flight operations / post flight / maintenance • Delivery of training and assessment programs • Supervising/mentoring volunteers and staff • Lifesaving service/patrol experience • Marine Search and rescue operations • Critical Incident Management experience • Delivery of projects requiring consultation and communication • Responding to media enquiries • Special project delivery • Emergency management • Operational and financial monitoring 	<p>Desirable Essential Desirable Desirable Desirable Desirable Desirable Essential Desirable Desirable Desirable Desirable</p>
<p>Skills</p> <ul style="list-style-type: none"> • Excellent interpersonal skills. • Ability to work with volunteers. • Ability to work unsupervised as well as in a team environment. • Training and assessment skills 	<p>Essential Essential Essential Essential</p>
<p>Qualifications</p> <ul style="list-style-type: none"> • Cert IV in Training and Assessment • CASA RePL • Certificate III in Aviation (Remote Pilot Visual Line of Sight) • SLSA Bronze Medallion/Cert II • Current approved Senior First Aid Certificate • Current “C” Class drivers licence 	<p>Desirable Desirable Desirable Desirable Desirable Essential</p>
<p>Special Requirements</p> <ul style="list-style-type: none"> • Contemporary knowledge of helicopter rescue and RPAS industry. • An understanding of surf lifesaving procedures, practices and policies. • A proficient knowledge of all applicable aviation legislation and requirements including RPAS. • A proficient knowledge of aviation management systems • An understanding of risk management principles and practices. • High level of professionalism and composure under pressure. • Integrity and trustworthiness. • Flexible and able to work irregular hours, including weekends. 	<p>Essential Desirable Essential Essential Essential Essential Essential Essential</p>

Prepared by: Chris Peck

Position title: General Manager – Lifesaving and Training

Last Reviewed: 14 September 2017