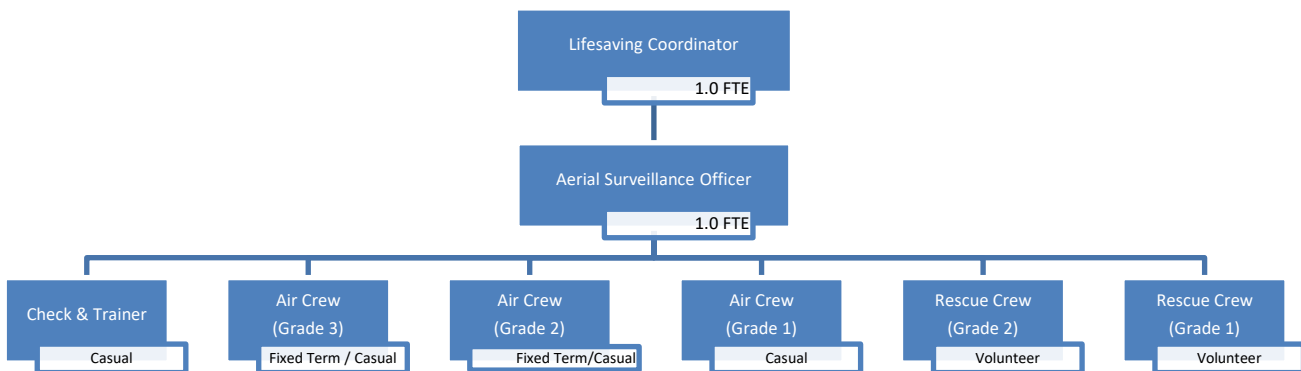


POSITION DESCRIPTION FORM – SURF LIFE SAVING WESTERN AUSTRALIA

Department:	Lifesaving – Aerial Surveillance
Position Title:	Air Crew Grade 1 (Casual)
Position Level:	N/A
Location:	Metro Base, Rous Head, Fremantle or South West Base, Busselton Airport, Busselton
Main Purpose of Job:	Responsible for the effective delivery of aerial surveillance and rescue services involving the SLSWA Westpac Lifesaver Rescue helicopter. A core part of the role is plan execution and service delivery with an operational outlook on a shift-to-shift basis. The role is required to maintain compliance with respect to operational performance.
Subordinate Staff:	Nil
Reporting To:	Aerial Surveillance Officer
FTE:	Casual
Special conditions:	Nil

Department Structure and Relationships

The Air Crew Grade 1 (Casual) position exists within SLSWA Lifesaving department and has a direct reporting relationship as per the structure below:



Position Description

Air Crew Grade 1 provides support to and receives guidance and direction from the Aerial Surveillance Officer in achieving the outcomes of the SLSWA Strategic and Priority Plans for the each season. The Air Crew Grade 1 position also provides support to Air Crew Grade 2 when required.

Proficiency:

- Adhere to the SLSWA Westpac Lifesaver Rescue Helicopter Safety Management System and contribute to achieving safety objectives. Assist the Aerial Surveillance Officer to ensure compliance by all operational personnel.
- Adhere to the SLSWA Westpac Lifesaver Rescue Helicopter Drug and Alcohol Plan, in accordance with CASA requirements. Assist the Aerial Surveillance Officer to ensure compliance by all operational personnel.
- Be capable of fulfilling the required fitness assessment at any given time.
- Maintain a high level of proficiency in lifesaving skills including Advanced Resuscitation, Pain Management and Senior First Aid.
- Other duties as required that assist in the overall safe, effective and efficient operation of the SLSWA Westpac Lifesaver Helicopter service.

The Air Crew Grade 1 will provide action or monitoring of the following areas associated with SLSWA Westpac Lifesaver Rescue Helicopter (but is not limited to):

Administration:

- Promote a professional image of SLSWA to the general public and our members with positive interaction between lifesaving services (staff or volunteer) and external organisations while on duty
- Contribute to the efficiency of the SLSWA Westpac Lifesaver Rescue Helicopter by ensuring all administrative responsibilities associated with the position are completed in a timely and accurate manner
- Ensure data is accurately captured within the approved system and ensure reports or other documentation (as required or requested) is provided to the Aerial Surveillance Officer within a timely manner
- Take immediate steps to rectify any serious breach of policies or procedures associated with the SLSWA Westpac Lifesaver Rescue Helicopter and/or deficiencies identified. Promptly report to the Aerial Surveillance Officer any non-compliance, damage, injury, etc.
- Ensure the quality of submitted documentation including incident reports
- Attend meetings, functions and training sessions as required by SLSWA
- Represent SLSWA at interagency activities and meetings when required
- When required, direct media enquiries to SLSWA management
- Leverage support from Aerial Surveillance Officer to assist in high demand periods through effective communication in relation to any non-compliances or opportunities for continuous improvement

Operations:

Generic:

- Perform all duties in accordance with the appropriate policies and procedures
- Lead the opening and close of operations when rostered
- Conduct all duties, as delegated, in accordance with the appropriate policies and procedures. Oversight completion and accuracy of all duties on a week to week basis.
- Contribute to the effective and efficient delivery of aerial surveillance services including (but not limited to) hazard identification, intervention and reporting, diver drops to perform in-water rescues, unscheduled landings in response to incidents and search and rescue
- Clean and maintain equipment to appropriate operational condition. Promptly report damage to or malfunctions of equipment to the Aerial Surveillance Officer.

- Conduct and / or participate in pre and post flight briefings and operational planning
- Crew the required SLSWA Westpac Lifesaver Helicopter (when rostered) with effective and efficient communication and interaction with non-SLSWA pilot, other SLSWA personnel including Air Crew and Rescue Crew or non-operational passengers as appropriate

Coastal Surveillance:

- Collect, evaluate and apply (including any required escalation to the Aerial Surveillance Officer) of intelligence to drive operational decision-making
- Effectively work with the non-SLSWA pilot to coordinate and action effective communication to beach users regarding hazards.
- Conduct effective, accurate and timely communication of identified hazards to SurfCom
- Effectively capture imagery and relevant information associated with identified hazards.

Search:

- When rostered, act as the SLSWA Westpac Lifesaver Rescue Helicopter operational point of contact for when tasked directly by an external agency or by SLSWA Operation Controllers; typically, during search and/or rescue incidents and/or emergencies
- Conduct and evaluate (including any required escalation to SLSWA Operation Controllers or external agencies) aerial observation or homing actions.
- Effectively work with the non-SLSWA pilot to coordinate and action the effective utilisation of the asset as part of a search team.
- Conduct effective, accurate and timely communication as part of a search team to SLSWA Operation Controllers, other services or external agencies.

Rescue:

- Effectively work with other Air Crew to be safely despatched as a rescue swimmer.
- Perform a rescue, as a rescue swimmer, and provide adequate patient care when necessary.

Selection Criteria

Experience:

- Previous experience as Rescue Crew in helicopter operations Essential
- Experience in Search and Rescue operations Desirable
- Data collection and analysis Essential
- Experience in delivery of emergency care Essential
- Knowledge of Australian Civil Aviation Regulation and Orders Essential
- Critical incident management experience Essential

Skills:

- Ability to work in a small team in a challenging environment Essential
- Safety conscious Essential
- Strong communication skills Essential
- Ability to identify and assess hazards and risks within a coastal environment Essential
- Ability to use photography equipment Desirable
- Ability to plan and prioritise tasks Essential
- Ability to achieve tasks in high workload situations Essential
- Ability to work unsupervised as well as in a team environment Essential
- Ability to work with volunteers, corporate supporters, community and government Essential
- Excellent frontline leadership skills Desirable
- Ability to approach problems analytically and to produce innovative solutions Essential
- Proficient in the use of computers (Microsoft Suite including Outlook) and internet Essential

Qualifications:

- Capable of meeting and maintaining the SLSWA WLRH fitness requirement Essential
- Capable of passing a CASA "Class 2 Medical" Essential
- Capable of passing HUET Essential
- Capable of passing required dangerous goods handling training Essential
- Provide first aid - SLSWA – HLTAID003 Essential
- National Police Clearance Essential
- Working with Children Checks Essential
- Current "C" Class drivers licence Essential
- Bronze Medallion/Cert II Desirable
- Advanced Resuscitation Techniques – SLSWA – HLTAID007 Desirable

Other:

- High level of professionalism and composure under pressure Essential
- Integrity and trustworthiness Essential
- Flexible and able to work rostered hours which will include weekends and public holidays Essential
- An understanding of risk management principles and practices. Desirable

Prepared by: Nick Pavy

Position title: Lifesaving Coordinator

Last Reviewed: 30th July 2019