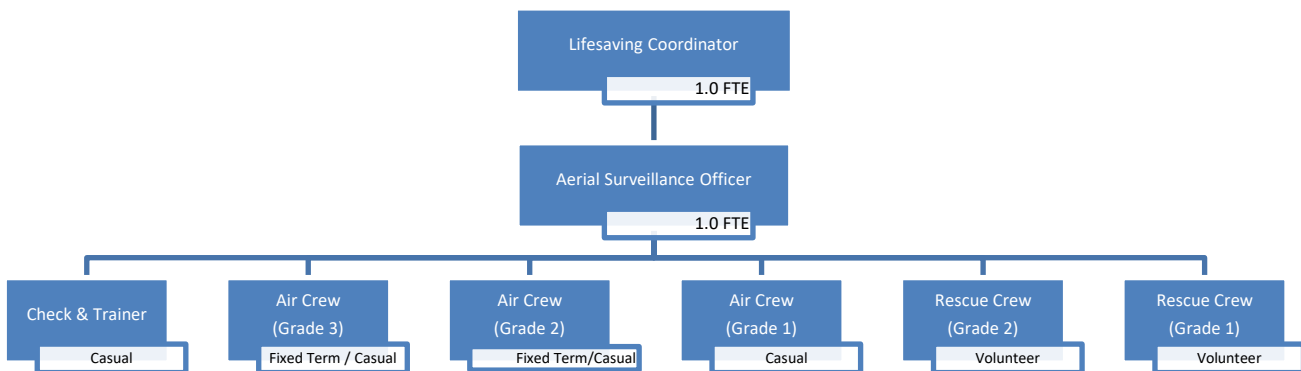


POSITION DESCRIPTION FORM – SURF LIFE SAVING WESTERN AUSTRALIA

Department:	Lifesaving – Aerial Surveillance
Position Title:	Air Crew 3 (Seasonal)
Position Level:	N/A
Location:	Metro Base, Rous Head, Fremantle
Main Purpose of Job:	Responsible for the effective coordination and delivery of aerial surveillance and rescue services involving the SLSWA Westpac Lifesaver Rescue helicopter. A core part of the role is plan enablement and service delivery with an operational outlook on a seasonal basis. The role is required to maintain compliance with respect to operational planning and performance as well as regulatory and internal compliance with respect to proficiency and capability.
Subordinate Staff:	Nil
Reporting To:	Aerial Surveillance Officer
FTE:	Seasonal Only
Special conditions:	Nil

Department Structure and Relationships

The Air Crew Grade 3 (Seasonal) position exists within SLSWA Lifesaving department and has a direct reporting relationship as per the structure below:



Position Description

The Air Crew Grade 3 (Seasonal) 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 each season. The Check & Trainer position also conducts on-going training and assessment of Air Crew (all Grades) and Rescue Crew through critical proficiency and capability compliance duties.

The Air Crew Grade 3 (Seasonal) will provide action or monitoring of the following areas associated with SLSWA Westpac Lifesaver Rescue Helicopter in both a training and operational environment (but is not limited to):

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
- Assist the Aerial Surveillance Officer in the development and implementation of a contemporary SLSWA Westpac Lifesaver Rescue Helicopter Air Crew training program and supervise and conduct effective and efficient training programs for staff, conducting proficiency checks as required or as requested.
- Ensure that all training course criteria are being met and that training and assessments comply with the CASA requirements and are relevant to the operational and managerial requirements of the SLSWA Westpac Lifesaver Rescue Helicopter.
- Contributes to the professional standing and integrity of the SLSWA Westpac Lifesaver Rescue Helicopter by ensuring the provision of training is maintained at the highest possible standard

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
- Responsible for the currency and timely review of appropriate documentations including (but not limited to) Emergency Response Plan and Operations Manuals.

Operations:

Generic:

- Perform all duties in accordance with the appropriate policies and procedures
- Oversight 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 quarter to quarter basis.
- Drive 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.
- Operational leadership of SLSWA personnel associated with the operation of the SLSWA Westpac Lifesaver Rescue Helicopter (All Crew) when required through coaching, mentoring, training and assessment methods to ensure a consistent level of service of the operation.
- Lead and / or participate in pre and post flight briefings and operational planning
- Ensure all non-operational passengers are provided with the required briefing, safety induction and debriefing.
- 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.

Rescue:

- Identify and evaluate (including any required escalation to SLSWA Operation Controllers or the Aerial Surveillance Officer) the need to despatch a rescue swimmer.
- Effectively work with the non-SLSWA pilot to coordinate and action the safe despatch of a rescue swimmer.
- Conduct effective, accurate and timely communication as part of a search team to SLSWA Operation Controllers, other services or external agencies.
- Perform a rescue, as a rescue swimmer, and provide adequate patient care when necessary.
- Ensure the safety of the rescue swimmer and effectiveness of subsequent retrieval responses by other parties.

Selection Criteria

Experience:

- Minimum of 5 years' experience in helicopter operations (including in a leadership role) Essential
- Experience in Search and Rescue operations Essential
- 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 Essential
- Ability to approach problems analytically and to produce innovative solutions Essential
- Proficient in the use of computers (Microsoft Suite including Outlook) and internet Essential
- Coaching and mentoring skills 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 OH & S and Equal Opportunity principles and practices Essential
- An understanding of risk management principles and practices. Essential
- Training and Assessment (or equivalent) Essential

Prepared by: Nick Pavy

Position title: Lifesaving Coordinator

Last Reviewed: 30th July 2019