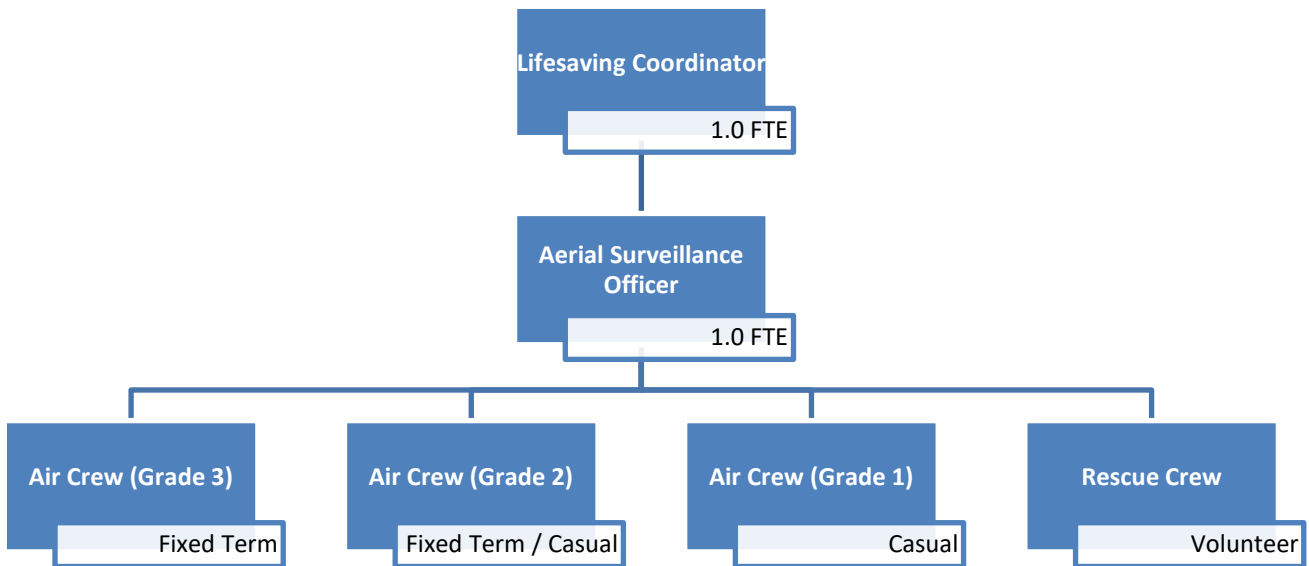


POSITION DESCRIPTION FORM – SURF LIFE SAVING WESTERN AUSTRALIA

Department:	Lifesaving – Aerial Surveillance
Position Title:	Aircrew
Position Level:	Grade 3
Location:	Metro Base, Rous Head, Fremantle
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 enablement and service delivery with an operational outlook on a quarter-to-quarter 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:	Fixed Term
Special conditions:	Nil

Department Structure and Relationships

The Aircrew Grade 3 position exists within SLSWA Lifesaving department and has a direct reporting relationship as per the structure below:



Position Description

Aircrew Grade 3 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 2019 -20 Season. The Aircrew Grade 3 position also provides oversight of Aircrew Grade 2, Aircrew Grade 1 and Rescue Crew through critical proficiency and capability compliance duties.

The Aircrew Grade 3 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 the SLSWA.
- Represent SLSWA at interagency activities to 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:

- Perform all duties in accordance with the appropriate policies and procedures.
- Be capable of contributing towards 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.
- Frontline leadership of SLSWA personnel associated with the operation of the SLSWA Westpac Lifesaver Rescue Helicopter (i.e. Aircrew 2, Aircrew 1 and Rescue Crew) when required through coaching and mentoring methods to ensure a consistent level of service of the operation.
- Lead the opening and close of operations when rostered.
- Collect, evaluate and apply (including any required escalation to the Aerial Surveillance Officer) of intelligence to drive operational decision-making.
- Lead 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.
- Clean and maintain equipment to appropriate operational condition. Promptly report damage to or malfunctions of equipment to the Aerial Surveillance Officer.
- 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.

Position Description (Continued)

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.
- Provide oversight of proficiency of all Air Crew and Rescue Crew in accordance with all policies and procedures associated with the SLSWA Westpac Lifesaver Rescue Helicopter. Conduct proficiency checks as required or as requested.
- Assist the Aerial Surveillance Officer in the development and implementation of training and development programs for Aircrew and Rescue Crew that comply with SLSWA and CASA requirements.
- Other duties as required that assist in the overall safe, effective and efficient operation of the SLSWA Westpac Lifesaver Helicopter service.

Selection Criteria

Essential/ Desirable

Experience:

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| • Previous experience as air crew in helicopter operations. | Essential |
| • Minimum of 5 years' experience in helicopter operations. | 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. | Desirable |

Skills:

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|--|-----------|
| • 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. | Desirable |
| • 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 Westpac Lifesaver Rescue Helicopter fitness requirement. | Essential |
| • Capable of passing a CASA "Class 2 Medical". | Essential |
| • Capable of passing HUET. | Desirable |
| • Capable of passing required dangerous goods handling training. | Desirable |
| • Current "C" Class drivers licence. | Essential |
| • Bronze Medallion/Cert II. | Desirable |
| • Provide first aid - SLSWA – HLTAID003. | Essential |
| • Advanced Resuscitation Techniques – SLSWA – HLTAID007. | Desirable |
| • National Police Clearance. | Essential |
| • Working with Children Checks. | Essential |

Selection Criteria	Essential/ Desirable
<p>Special Requirements:</p> <ul style="list-style-type: none"> • Training and Assessment (or equivalent). • An understanding of OH & S and Equal Opportunity principles and practices. • An understanding of risk management principles and practices. • High level of professionalism and composure under pressure. • Integrity and trustworthiness. • Flexible and able to work rostered hours which will include weekends and public holidays. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>Prepared by: Nick Pavy</p> <p>Position title: Lifesaving Coordinator</p> <p>Last Reviewed: 6th June 2019</p>	