

SURF LIFE SAVING WESTERN AUSTRALIA INC.

**POSITION DESCRIPTION**

POSITION TITLE:	SurfCom Operator
PROGRAM:	Coastal Management and Safety
LOCATION:	2 Samuel Way, North Beach, WA,6020
POSITION TITLE OF SUPERVISOR:	Beach Services Coordinator
CHIEF EXECUTIVE OFFICER:	
SIGNATURE:	
DATE POSITION DOCUMENT IS APPROVED:	
RATE OF PAY	\$ 21.60/h (weekdays/weekends)
FTE:	Casual Position

*Surf Life Saving Western Australia is an independent volunteer based community service organisation, whose core purpose is to Save life, Care for life, Building lives. This is achieved through:*

- *Minimising risk on Western Australian beaches by coordinating the efficient operation of beach patrol services, and promote best practices to surf lifesaving clubs and government.*
- *Facilitating and encouraging youth development, education, training, health and safety of surf lifesavers and the community.*
- *Providing a range of services and events to engage broader member and community involvement in surf lifesaving and the beach.*

**Position Purpose**

The SurfCom Operator is responsible for the operation of the metropolitan Surf Command Radio Base.

**Organisational Relationships**

SurfCom Operators work within the Coastal Safety and Management program and report directly to the Beach Services Coordinator for the purpose of advice and guidance on specific project issues that are contained within the SLSWA strategic and business/operational plans.

**Scope**

The main duties of this position include (but not limited to):

<b>KRA</b>	<b>Responsibilities</b>	<b>KPI</b>
<b>Environment, Quality, Health &amp; Safety</b>	<ul style="list-style-type: none"><li>• Ensure work activities are conducted in accordance with relevant regulations and internal procedures.</li><li>• Recognise and appreciate the importance of all organisational policies, objectives and targets set by SLSWA.</li><li>• Maintain an active approach to assisting with the achievement of SLSWA Occupational Health and Safety, Environment and Quality Objectives and Targets.</li><li>• Ensure all work is performed in a manner that gives due consideration to the health and safety of state officers, members and the community.</li><li>• Ensure activities are conducted in a manner that provides minimal impact to the environment.</li><li>• Ensure qualifications and licences required for the position remain current.</li><li>• Participate in accident/incident investigation where required.</li><li>• Participate in procedure reviews and development where required.</li></ul>	<p>Contribute to a clean and safe working environment.</p> <p>Policy compliance.</p>

<b>KRA</b>	<b>Responsibilities</b>	<b>KPI</b>
<b>Document Management, Reporting, IMS</b>	<ul style="list-style-type: none"> <li>Participate in development and implementation of the Integrated Management System (IMS).</li> <li>Participate in IMS audits when required.</li> <li>Update and maintain action lists and procedures.</li> <li>Data Entry</li> </ul>	Jobs met within timeframes.
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Work in a manner that promotes teamwork and cooperation.</li> </ul>	Active, positive participant and contributor.
<b>Administration</b>	<ul style="list-style-type: none"> <li>Prepare and present operational and statistical returns as required.</li> </ul>	Timeliness and accuracy of information.
<b>Communication</b>	<ul style="list-style-type: none"> <li>Provide relevant officers with timely and accurate information.</li> <li>Liaison with Lifeguards and or Lifesaving patrols to provide support and advice.</li> <li>Liaison with third parties such as Council Rangers, Police and Ambulance.</li> </ul>	<p>Clarity with respect to direction and purpose.</p> <p>Strong understanding and respect between all parties.</p>
<b>Surf Command Radio Base Operations</b>	<ul style="list-style-type: none"> <li>Operation of the Surf Command Radio Base.</li> <li>Co-ordinating mybeach.com.au updates.</li> </ul>	<p>Hours of operation.</p> <p>Quality of information for decision-making.</p> <p>Public perception.</p>

#### 4. Scope of authority

- The role requires informing and shaping the decision making process through providing continuous critical feedback.
- The role requires consultation and approval from the Chief Executive Officer on any issues of policy and modification to specifications or procedures, and financial decisions outside the approved budget.
- The role is unable to approve the purchasing or sale of the organisation's assets.
- The role is unable to bind the organisation to contracts or agreements.

#### 5. Position Parameters

##### Behavioural Competencies

- High level of professionalism and composure under pressure.
- Integrity and trustworthiness.
- Flexible and able to work irregular hours, including some weekends.

##### Knowledge

- Thorough knowledge of radio operations and equipment.
- Thorough knowledge of surf lifesaving procedures, practices and policies.
- An understanding of OH & S and Equal Opportunity principles and practices.
- An understanding of risk management principles and practices.

##### Skills and Abilities

- Good organisational and planning capabilities.
- Good liaison skills.
- Ability to work with volunteers.
- Ability to work unsupervised as well as in a team environment.

##### Experience

- Experience in radio operations and emergency services.

Licences and Qualifications

- The SurfCom Operator shall be the holder of a SLSA Radio Operators Certificate or acceptable industry equivalent qualification for radio communication. (Training can be provided)

Desirable Licenses and Qualifications

- Advanced Resuscitation Certificate
- Current approved First Aid Certificate
- Silver Medallion – Patrol Captains award