

SURF LIFE SAVING WESTERN AUSTRALIA INC.

POSITION DESCRIPTION

POSITION TITLE:	Beach Inspector
PROGRAM:	Coastal Safety and Management
LOCATION:	2 Samuel Way, North Beach, WA, 6020
POSITION TITLE OF SUPERVISOR:	Beach Services Co-ordinator
CHIEF EXECUTIVE OFFICER:	
SIGNATURE:	
DATE POSITION DOCUMENT IS APPROVED:	
RATE OF PAY	\$ 27.00/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 Beach Inspector is responsible for the appropriate management of hazards at designated coastal locations.

Organisational Relationships

Beach Inspectors 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):

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

KRA	Responsibilities	KPI
Document Management, Reporting, IMS	<ul style="list-style-type: none"> Participate in development and implementation of the Integrated Management System (IMS). Participate in IMS audits when required. Update and maintain action lists and procedures. 	Jobs met within timeframes.
Teamwork	<ul style="list-style-type: none"> Work in a manner that promotes teamwork and cooperation. 	Active, positive participant and contributor.
Communication	<ul style="list-style-type: none"> Provide relevant officers with timely and accurate information. Liaison with third parties such as Council Rangers, Police and Ambulance. Educating public on beach safety. 	Clarity with respect to direction and purpose. Strong understanding and respect between all parties.
Beach Services	<ul style="list-style-type: none"> Assist in the effective delivery of lifeguard contracts. By law enforcement and advice. 	Public perception. Service reliability.
Development	<ul style="list-style-type: none"> Provide support and advice to lifeguards. 	Timeliness and accuracy.

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 aquatic and emergency service industry.
- Thorough knowledge of first aid and resuscitation techniques.
- An understanding of surf lifesaving procedures, practices and policies.
- An understanding of the Local Government Act 1995 and Local Laws.
- An understanding of OH & S and Equal Opportunity principles and practices.
- An understanding of risk management principles and practices.

Skills and Abilities

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

Experience

- Lifeguarding/Lifesaving patrol experience.
- Experience in first aid.

Licences and Qualifications

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

- Successful completion of Lifeguard Trial and a 400 metre swim under 8 minutes.
- Current "A" Class drivers licence
- Municipal Law Enforcement (Beach Inspector TAFE) A and B certification (training can be provided)