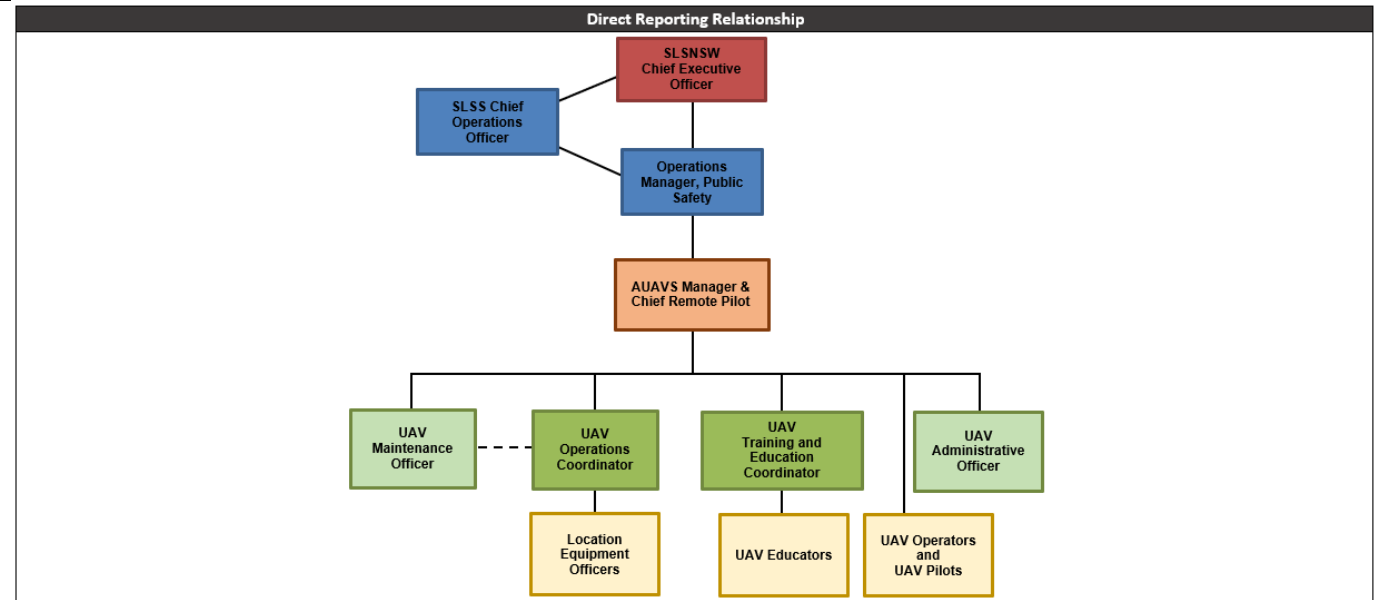


Position	Work Location	Position Description Completed
UAV Operator	As required	May 2021
Reports To:	Direct Reports:	SLSS Department
AUAVS Manager	N/A	Public Safety (Australian UAV Service)

## PURPOSE STATEMENT

A Unmanned Aerial Vehicle (UAV) Operator operates UAVs for Australian UAV Service (AUAVS) flight operations which fall under the Sub 2kg Excluded Category (no Remote Pilot Licence (RePL) required), which includes completion of flight logging to ensure compliance, and excellent communication skills in working alongside Lifesavers and Lifeguards to contribute to public safety. UAV Operators are to liaise and communicate in a positive manner with the broader community as a representative of the AUAVS, Council, other contracted regulatory bodies, and Surf Life Saving.

## DIRECT REPORTING RELATIONSHIP



SELECTION CRITERIA	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Relevant current qualifications including:</li> <li>• SLS UAV Operator Induction Program (or ability to gain this qualification);</li> <li>• Substantial experience and technical knowledge of UAV operations or similar roles;</li> <li>• Strong organisation and administrative skills and a proven ability in determining priorities, making sound judgements, and meeting deadlines without supervision;</li> <li>• An understanding of Surf Life Saving procedures, practices, and policies;</li> <li>• Problem-solving and decision-making skills.</li> <li>• A professional attitude and appearance;</li> <li>• People-management skills with proven ability to lead and motivate others and to earn respect;</li> <li>• Proficient computer skills including the full suite of Microsoft Office programs and knowledge of database management;</li> <li>• A current unrestricted Motor Vehicle Drivers Licence;</li> <li>• Willingness to undertake daily travel to various locations;</li> <li>• Ability to work flexible hours, including weekends and Public Holidays</li> <li>• A strong sense of responsibility to comply with regulations governed by CASA and SLS UAV Standard Operating Procedures (SOPs);</li> <li>• A demonstrated commitment and working knowledge of ethical practices, WHS, EEO and anti-discrimination;</li> <li>• The capability to work flexible hours, including weekends and Public Holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Holds an Aeronautical Radio Operators Certificate;</li> <li>• Experience and technical knowledge of UAVs and relevant CASA regulations;</li> <li>• Previous involvement in SLSNSW UAV Programs;</li> <li>• Working knowledge of the Work Health &amp; Safety Act as they relate to this position.</li> </ul>

KEY RESPONSIBILITIES	
Responsibilities	Description
<b>Training and Competency</b>	<ul style="list-style-type: none"> <li>Patrolling and safety functions are carried out in the most efficient, appropriate, and proactive manner in accord with relevant regulations, guidelines and procedures endorsed and implemented by the Australian UAV Service;</li> <li>All equipment is placed in an appropriate location at commencement of duty. Equipment is checked daily for wear, tear and damage and any deficiency is reported to the AUAVS Operations Coordinator via AVCRM immediately;</li> <li>Take an active role educating the public on beach safety and UAV safety through informal discussions with beach-users or formal presentation to groups at the beach. During any such presentation UAV services are not to be compromised;</li> <li>All standards relevant to UAV operations are maintained at all times;</li> <li>Work in a manner that promotes teamwork and cooperation;</li> <li>Always maintain a well presented and professional image and the AUAVS uniform is worn in accordance with AUAVS policy;</li> <li>Carry out specific tasks as required by the UAV Operations Coordinator or UAV Operations Officer;</li> <li>Undergo and successfully complete the SLSNSW UAV Operator Induction Program (OIP) (if not already completed);</li> <li>Display a high level of practical competence in operations training , including maintaining situational awareness;</li> <li>Complete inductions into local operating areas as required by local councils and surf life saving clubs (SLSCs).</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>Maintain all appropriate documentation and reports;</li> <li>Data entry, particularly AVCRM Job Logs and Deputy;</li> <li>Following consultation with the AUAVS management team ensure operational issues are communicated with Land Managers and other regulatory bodies that the AUAVS provides services to;</li> <li>Participate in procedure reviews and development where required;</li> <li>Ensure courteous and professional communication with internal stakeholders such as Surf Life Saving Clubs and external agencies including Council Rangers, Police and Ambulance;</li> <li>Carry out specific tasks as required by the UAV Administration Officer.</li> </ul>
<b>Service Delivery &amp; Operations</b>	<ul style="list-style-type: none"> <li>Safe operating of UAVs and conduct of flight in accordance with company procedures detailed in the SLSNSW UAV Standard Operating Procedures, particularly:</li> <li>Maintaining Visual Line of Sight and situational awareness;</li> <li>Maintaining a maximum flight altitude of less than 120m above ground level;</li> <li>Not operating the UAV within 30m of people not directly involved in that UAV operation;</li> <li>Abiding by the rules of air as defined by CASA's legislation and supporting documents, such as the AIP;</li> <li>Using the AVCRM application to manage each job mission, including feasibility checks, accident/incident reporting, defect reporting;</li> <li>Applying appropriate UAV emergency procedures if necessary.</li> <li>SLS policies and procedures are complied with at all times;</li> <li>Own fitness for duty is ensured, as per the SLS SOPs;</li> <li>UAVs are operated with a high level of competency under all flight conditions;</li> </ul>

## Position Description

	<ul style="list-style-type: none"><li>• All UAV operations conducted comply with company procedures and CASA regulations;</li><li>• All operative instructions given by the AUAVS Manager are complied with;</li><li>• Any issues are reported to the AUAVS Manager or UAV Operations Coordinator and through the AVCRM application.</li></ul>
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CORE RESPONSIBILITIES (ALL STAFF)	
Accountabilities	Key Performance Indicators (KPIs)
<b>Work Health and Safety</b>	<ul style="list-style-type: none"> <li>• Demonstrates action taken in identifying hazards, assessing risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace;</li> <li>• Demonstrates duty of care, considers own safety and the safety of others while at work;</li> <li>• Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times;</li> <li>• Is fully aware of SLSS &amp; SLSNSW's safety procedures and expectations, and actively participates and contributes;</li> <li>• Participates in the ongoing improvement of the organisation's WHS policy and visibly and constantly supports its implementation;</li> <li>• Practice and promote the organisation's Equal Employment Opportunity, Anti-Discrimination, Anti-Bully and Harassment Policy by treating fellow staff and others fairly and equitably without discrimination, harassment, or bullying.</li> </ul>
<b>Organisational Culture</b>	<ul style="list-style-type: none"> <li>• Promotes and encourages personal growth and effective communication;</li> <li>• Understands and supports policies and procedures of the organisation as defined in the SLSNSW UAV Standard Operating Procedures;</li> <li>• Continually contributes to and supports volunteers &amp; staff, including Directors, Branches, Clubs &amp; Members.</li> </ul>
<b>Leadership/Teamwork</b>	<ul style="list-style-type: none"> <li>• Supports the decisions of SLSS Board of Directors and SLSS Management;</li> <li>• Displays willingness to assist others, shares knowledge openly, cooperates with and supports the department;</li> <li>• Receptive and open to feedback.</li> <li>• Maintains a positive and constructive attitude that promotes confidence in those around them;</li> <li>• Contributes to staff meetings and promotes the exchange of information throughout the organisation;</li> <li>• Regularly meets with Manager to discuss performance, plans and current issues.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Exercises initiative in making improvements to work processes and outcomes;</li> <li>• Always searches for better ways and strives for best practice;</li> <li>• Embraces and adapts to change.</li> </ul>

**WORKING RELATIONSHIPS**

Internal: A UAV Operator interacts closely with other UAV Operators, UAV Pilots, Lifesavers and ALS Lifeguards to further public safety interests of SLSS and SLSNSW operations along the NSW coastline, and to ensure safe and efficient assigned UAV operations under the Sub 2kg Excluded Category. A UAV Pilot will need to interact with SLSC Officials (Club Captains and Presidents) for the purposes of accessing SLSC spaces to carry out rostered work, and these should be carried out in a courteous and respectful manner. Any concerns and issues should be reported to the UAV Operations Coordinator and/or UAV Officer as directed.

External: Interaction with members of the public are likely to occur and a UAV Operator should be open and positive when performing operational activities. Engagement with external Lifeguard agencies should be professional and helpful, providing them with information needed for their management of their scope of work.

**APPROVAL**

This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation.

SLSS Chief Operating Officer \_\_\_\_\_ Date \_\_\_\_\_

Operations Manager, Public Safety \_\_\_\_\_ Date \_\_\_\_\_

I have read and understood this document and agree to perform the duties and responsibilities as listed within the list.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_