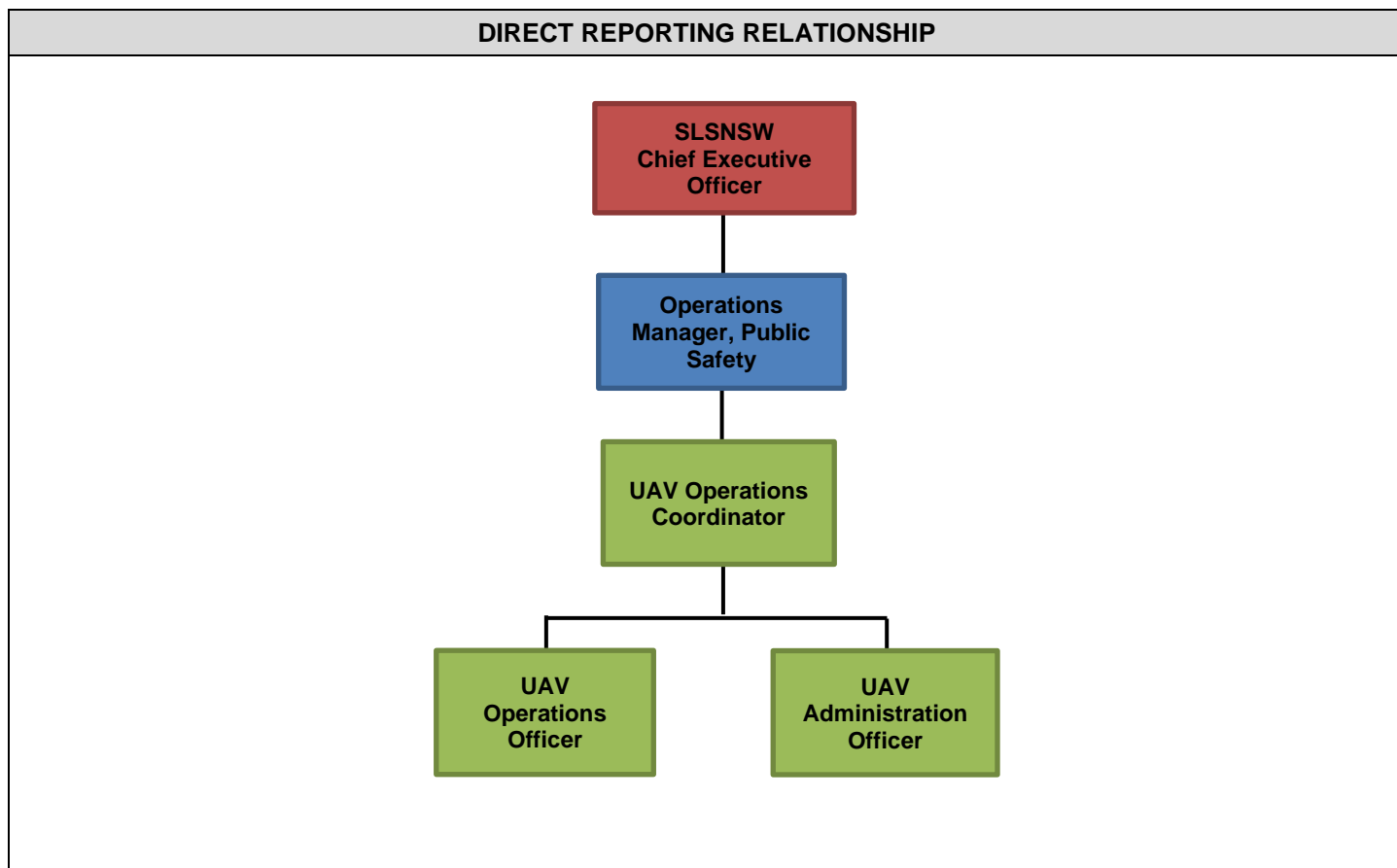


Position Description

Position	Work Location	Position Description Completed
UAV Administration Officer	SLSNSW HQ - Belrose	June 2020
Reports To:	Direct Reports:	SLSS Department
UAV Operations Coordinator	N/A	Public Safety (Australian UAV Service)

PURPOSE STATEMENT

The UAV Administrative Officer provides high level administrative and operational support to the UAV Operations Coordinator to achieve the goals and objectives of the Australian UAV Service programs.



SELECTION CRITERIA	
Essential	Desirable
<ul style="list-style-type: none"> Well-developed oral and written communications skills (including presentation and report writing) and the ability to communicate to stakeholders at any level; Proven ability to work independently and part of a team; Excellent computer skills in a number of Microsoft Office applications; Self-motivated with a can-do attitude; Proven ability to prioritise tasks and multi task; Excellent interpersonal skills at all levels; Ability to maintain a high degree of confidentiality; Excellent organisational skills; 	<ul style="list-style-type: none"> A background within Surf Life Saving and / or thorough understanding of lifesaving operations An understanding of radio technology / equipment Strong understanding of SLSNSW SOPs Previous experience working with volunteers Experience with flying UAV's An RePL certificate or equivalent qualification

<ul style="list-style-type: none"> • Ability and willingness to travel when required; • Unrestricted Motor Vehicle Licence required; • Proven ability to exercise effective judgment, sensitivity, creativity to changing needs and situations; • Ability to work flexible hours, including some weekends and Public Holidays. 	
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KEY OUTCOMES (KRA)

Outcomes	Key Activities
KPI 1: Recruitment and Administration	<ul style="list-style-type: none"> • Ensure that recruitment is opened within a timely period, applications are passed onto the UAV Operations Coordinator for review, and financial documents and letters of employment are sent out and filed once completed within the appropriate employment system; • The Expression of Interest (EOI) database is managed and communication with all applicants is ongoing; • Ensure that pilot hours are updated on SurfGuard and attributed towards patrol hours for individuals; • Organise bookings for training & meetings; • Compiling of expressions of interest for training & piloting; • Assist with rostering for the Department of Primary Industries (DPI) UAV program; • Assist with stocktake of materials/equipment; • Assist the UAV Operations Coordinator with the maintenance of the pilot database.
KRA 2: Flight Data/DPI reporting	<ul style="list-style-type: none"> • Coordinate the collation and recording of statistical information, compiled by the UAV Pilots /Operators on AVCRM; • Effective use of the flight management system to ensure correct equipment is logged and managed; • Arrange the management of file footage and document storage with each UAV kit; • Work alongside the UAV Operations Officer to liaise with the Media & Communication team for the timely dissemination of information (relating to DPI primarily) required for up to date stories and releases (e.g. required footage, incident details etc).
KRA 3: Operations	<ul style="list-style-type: none"> • Assist the UAV Operations Coordinator in ensuring the DPI project has the required suitable individuals (recruiting from existing members in the first instance) to be paid staff (UAV Operators, UAV Pilots); • Collate all employment information and liaise with Finance and HR departments to ensure all appropriate records are provided; • Compile each fortnight's rostered hour's to be sent through to the UAV Operations Coordinator within pre-defined timelines; • Carry out specific tasks as required by the UAV Operations Coordinator or Operations Manager, Public Safety.

PERFORMANCE STANDARDS (KPIs)

Outcomes	Key Performance Indicators (KPI's)
KPI 1: Recruitment and Administration	<ul style="list-style-type: none"> • Recruitment is opened within a timely period; • Applications are recorded accurately; • Contact is maintained with all applicants; • Financial documents and letters of employment are collected and filed; • The expression of interest database is managed and communication with all applicants is ongoing;

	<ul style="list-style-type: none"> • Bookings for training & meetings are planned, communicated to ; • Rostering is completed to maintain Scope of Service for DPI contract; • Stocktakes are completed accurately; • The UAV Operator/Pilot database is maintained accurately; • Personnel data base is up to date at all times; • Timesheets and payroll information is accurate and provided to payroll in a timely manner; • All training program participants are advised in advance of their sessions and any post session documentation is provided within the timeframe as set by the UAV Operations Coordinator; • Carry out specific tasks as required by the UAV Operations Coordinator or Operations Manager, Public Safety.
KPI 2: Administration	<ul style="list-style-type: none"> • Assigned tasks are completed within stated timeframes; • Issues are raised in advance of any deadlines to ensure the UAV Operations Coordinator has a full situational awareness of program; • New systems are approached with a flexible mindset and fully utilize; • Interactions with paid and volunteer staff are friendly and helpful.
KPI 3: Flight Data/DPI recording	<ul style="list-style-type: none"> • All relevant data is collected & recorded in a timely manner; • Weekly and monthly summaries are compiled and lodged by the specified timelines; • Central database is maintained accurately and submitted periodically to DPI as required; • Flight management system data is maintained as per direction from UAV Operations Coordinator.

CORE RESPONSIBILITIES (ALL STAFF)

Accountabilities	Key Performance Indicators (KPI's)
Work Health and Safety	<ul style="list-style-type: none"> • 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; • Demonstrates duty of care, considers own safety and the safety of others while at work; • Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times; • Is fully aware of SLSS & SLSNSW's safety procedures and expectations, and actively participates and contributes; • Participates in the ongoing improvement of the SLSS & SLSNSW WHS policy and visibly and constantly supports its implementation; • Practice and promote the SLSS & SLSNSW Equal Opportunity, Harassment and Bullying policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying.
Organisational Culture	<ul style="list-style-type: none"> • Promotes and encourages personal growth and effective communication. • Understands and supports policies and procedures of the organisation as defined in the Employee Handbook. • Continually contributes to and supports volunteers & staff, including Directors, Branches, Clubs & Members
Leadership/Teamwork	<ul style="list-style-type: none"> • Supports the decisions of SLSS Board of Directors and SLSS Management • Displays willingness to assist others, shares knowledge openly, cooperates and supports the department. • Receptive and open to feedback • Maintains a positive and constructive attitude that promotes confidence in those around them. • Contributes to staff meetings and promotes the exchange of information throughout the organisation.

	<ul style="list-style-type: none"> Regularly meets with Manager to discuss performance, plans and current issues
Continuous Improvement	<ul style="list-style-type: none"> Exercises initiative in making improvements to work processes and outcomes. Always searches for better ways and strives for best practice. Embraces and adapts to change

WORKING RELATIONSHIPS

Internal: The UAV Administrative Officer interacts closely with internal portfolios as part of AUAVS administration as required and directed by the UAV Operations Coordinator. Liaising closely with the Finance and Human Resources departments is key in the role for workplace relations and recruitment activities. This role requires a personable approach when dealing with the large amount of casual staff and guiding them through the relatively new process of Australian UAV Service employment. It is also key to be an approachable and informative contact for Branches and Clubs, through working with them to promote Surf Life Saving UAV use and encourage paid employment from our existing member base.

External: Relationships with Councils, other contractors/regulatory bodies and industry partners are of prime importance. Interaction with members of the public from time to time when performing operational activities.

APPROVAL

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

SLSS Chief Executive 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 _____