

Position	Work Location	Position Description Completed
UAV Training and Education Coordinator	SLSNSW HQ - Belrose	May 2021
Reports To:	Direct Reports:	SLSS Department
AUAVS Manager	N/A	Public Safety (Australian UAV Service)

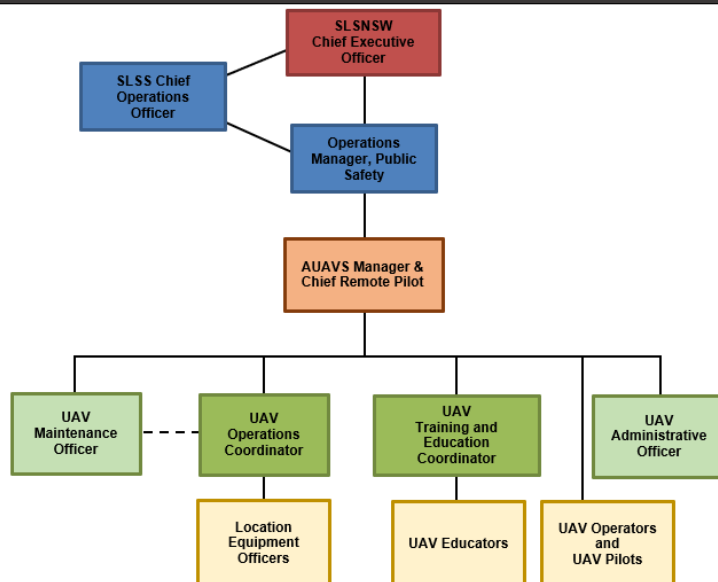
### PURPOSE STATEMENT

The UAV Training and Education Coordinator is responsible for assisting to build capability in Australian UAV Service programs across the SLS membership in general.

The UAV Training and Education Coordinator is also responsible for ensuring staff, member, and commercial training and education are delivered upon.

### DIRECT REPORTING RELATIONSHIP

Direct Reporting Relationship



**SELECTION CRITERIA**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Well-developed oral and written communications skills (including presentation and report writing) and the ability to communicate to stakeholders at any level;</li> <li>• Proven ability to work independently and part of a team;</li> <li>• Excellent computer skills in a number of Microsoft Office applications;</li> <li>• Self-motivated with a can-do attitude;</li> <li>• Proven ability to prioritise tasks and multi task;</li> <li>• Excellent interpersonal skills at all levels;</li> <li>• Ability to maintain a high degree of confidentiality;</li> <li>• Excellent organisational skills;</li> <li>• Ability and willingness to travel when required;</li> <li>• Unrestricted Motor Vehicle Licence required;</li> <li>• Proven ability to exercise effective judgment, sensitivity, creativity to changing needs and situations;</li> <li>• Ability to work flexible hours, including some weekends and Public Holidays;</li> <li>• Ability to be trained on and use online member area portals;</li> <li>• Ability to be trained on and manage a Microsoft Teams instance;</li> <li>• Ability to use recruiting software;</li> <li>• Proven ability to review, develop, and deliver online and practical training material;</li> <li>• Ability to develop rapport with schools and other clients;</li> <li>• Ability to work with other partner organisations to facilitate the delivery of training.</li> </ul>	<ul style="list-style-type: none"> <li>• A background within Surf Life Saving and / or thorough understanding of lifesaving operations;</li> <li>• An understanding of radio technology / equipment;</li> <li>• Strong understanding of SLSNSW SOPs;</li> <li>• Previous experience working with volunteers;</li> <li>• Experience with flying UAV's;</li> <li>• An RePL certificate or equivalent qualification;</li> <li>• A background in training, education, and assessment;</li> <li>• Experience in using SurfGuard;</li> <li>• Experience in using Salesforce for administration functions.</li> </ul>

**KEY OUTCOMES (KRA)**

Outcomes	Key Activities
<p><b>KPI 1:</b> <b>Recruitment and Administration</b></p>	<ul style="list-style-type: none"> <li>• Ensure that recruitment is opened within a timely period, applications are passed onto the AUAVS Manager for review, and financial documents and letters of employment are sent out and filed once completed within the appropriate employment system;</li> <li>• The Expression of Interest (EOI) database is managed and communication with all applicants is ongoing;</li> <li>• Ensure that pilot hours are updated on SurfGuard and attributed towards patrol hours for individuals;</li> <li>• Assist with rostering for the Department of Primary Industries (DPI) UAV program;</li> <li>• Assist with stocktake of materials/equipment;</li> <li>• Assist the AUAVS Manager with the maintenance of the pilot database.</li> </ul>
<p><b>KRA 2: Training</b></p>	<ul style="list-style-type: none"> <li>• Organise bookings for training &amp; meetings;</li> <li>• Compiling of expressions of interest for training &amp; piloting;</li> <li>• Development of the following training programs:</li> <li>• UAV Operation Induction Program;</li> <li>• UAV Proficiencies;</li> <li>• UAV Induction (paid staff);</li> <li>• Development of business opportunities relating to training and development;</li> <li>• Liaising with external training organisations in the planning and delivery of courses to AUAVS staff.</li> </ul>
<p><b>KRA 3:</b> <b>Operations and Flight Data/DPI reporting</b></p>	<ul style="list-style-type: none"> <li>• Assist the AUAVS Manager 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);</li> <li>• Collate all employment information and liaise with Finance and HR departments to ensure all appropriate records are provided;</li> <li>• Compile each fortnight's rostered hour's to be sent through to the UAV Operations Coordinator within pre-defined timelines;</li> <li>• Coordinate the collation and recording of statistical information, compiled by the UAV Operators / Pilots on AVCRM;</li> <li>• Effective use of the flight management system to ensure correct equipment is logged and managed;</li> <li>• Arrange the management of file footage and document storage with each UAV kit;</li> <li>• Work alongside the UAV Operations Officer to liaise with the Media &amp; 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).</li> <li>• Carry out specific tasks as required by the AUAVS Manager or Operations Manager, Public Safety.</li> </ul>

**CORE RESPONSIBILITIES (ALL STAFF)**

<b>Accountabilities</b>	<b>Key Performance Indicators (KPI's)</b>
Work Health and Safety	<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 SLSS &amp; SLSNSW WHS policy and visibly and constantly supports its implementation;</li> <li>• Practice and promote the SLSS &amp; SLSNSW Equal Opportunity, Harassment and Bullying policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying.</li> </ul>
Organisational Culture	<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 Employee Handbook.</li> <li>• Continually contributes to and supports volunteers &amp; staff, including Directors, Branches, Clubs &amp; Members</li> </ul>
Leadership/Teamwork	<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 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>
Continuous Improvement	<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: The UAV Training and Education 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 Operations 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 \_\_\_\_\_