

Position Description

Position	Work Location	Position Description Completed
UAV Regulations and Policy Coordinator	SLSNSW HQ - Belrose	April 2022
Reports To:	Direct Reports:	SLSS Department
AUAVS Manager	N/A	Public Safety (Australian UAV Service)

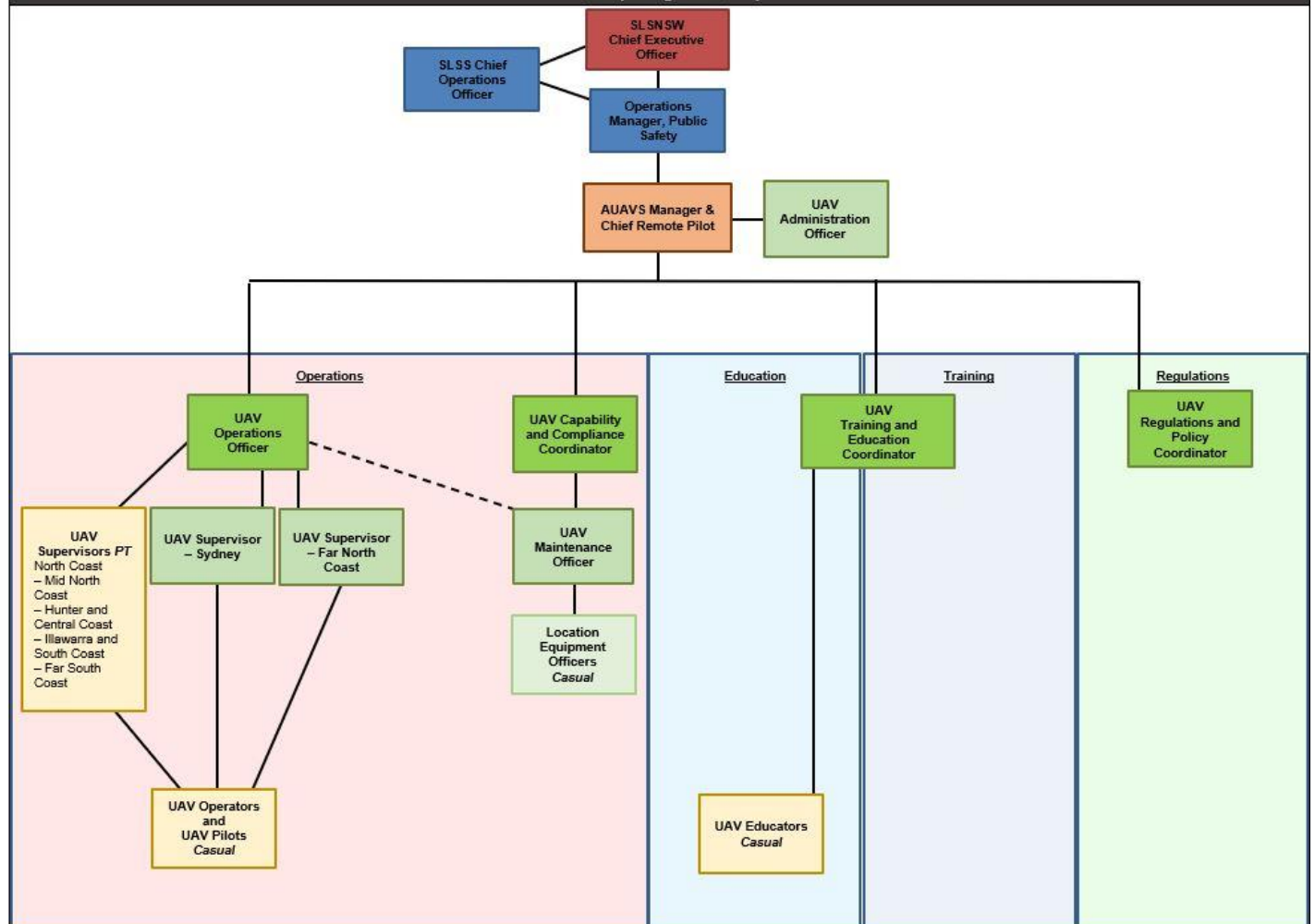
PURPOSE STATEMENT

The UAV Regulations and Policy Coordinator is responsible for ensuring the document writing, regulatory policies, positioning with training organisations, and relationship with regulators is enabling for teleoperations, drone in a box, EVLOS, and BVLOS approvals for sub 150kg UAV platforms for the Australian UAV Service.

The UAV Regulations and Policy Coordinator is also responsible for ensuring the AUAVS SOPs and ReOC Manual are relevant, updated, and relevant updates are passed through to the UAV Training and Education Coordinator for ensuring staff training is delivered.

DIRECT REPORTING RELATIONSHIP

Direct Reporting Relationship



SELECTION CRITERIA

Essential	Desirable
<ul style="list-style-type: none"> Well-developed oral and written communications skills (including procedure, risk assessment and mitigation, presentation and report documents) 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; 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; Ability to be trained on and assist in managing a Microsoft Teams instance; Knowledge of the JARUS SORA process for BVLOS approvals; Proven ability to review regulation, and then to synthesise, develop, and write documentation; Ability to develop rapport with regulators, platforms providers, and training organisations. 	<ul style="list-style-type: none"> A background within Surf Life Saving and / or understanding of emergency operations; An understanding of radio technology / equipment; An understanding of aviation law; An understanding of radar, detect and avoid, and ISR systems; Experience with flying UAV's; An RePL certificate or equivalent qualification; An IREX; A background in document writing and regulatory approvals.

KEY OUTCOMES (KRA)	
Outcomes	Key Activities
KPI 1: Development of BVLOS Approvals	<ul style="list-style-type: none"> • Begin collecting safety data (flight hours, tail spotting, radar data) to assist in a proven safety case; • Develop draft BVLOS approvals and work with the Capability and Compliance Coordinator, external advisors, and the AUAVS Manager for review of these; • Develop procedures for BVLOS operations alongside platform providers; • Assist the Capability and Compliance Coordinator and Training and Education Coordinator with ensuring appropriate training is developed and delivered; • Assist the Senior Base Pilots with the maintenance of the pilot database.
KRA 2: Platform Provider and End User Relationship	<ul style="list-style-type: none"> • Organise meetings with potential providers; • Review MOU documentation; • Develop demonstration schedules and appropriate assessment of platform documentation; • Development of business opportunities relating to long range UAV use; • Ensure platform is fit for purpose for SLS and coastal safety use, as well as other Business Development uses, as advised by the AUAVS Manager and SLSS Management; • Provide feedback to CASA, AAUS, and other regulators and industry bodies, to ensure AUAVS's direction is well-represented in future planning.
KRA 3: Maintain AUAVS SOPs and ReOC Manual	<ul style="list-style-type: none"> • Review updated legislation by regulators and ensure these are reflected in the AUAVS SOPs; • Work alongside the UAV Capability and Compliance Coordinator to review adverse flight reports, to advise Operations teams of changes or professional development needed of volunteers or casual staff; • Carry out specific tasks as required by the AUAVS Manager or Operations Manager, Public Safety.

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. • 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 Regulations and Policy Coordinator interacts closely with internal portfolios as part of AUAVS administration as required and directed by the AUAVS Manager. Liaising closely with the UAV Capability and Compliance Coordinator, and UAV Training and Education Coordinator is key in the role for workplace relations and ensuring success of the BVLOS integration to AUAVS activities. This role requires a personable approach when dealing with the large range of stakeholders and working with the AUAVS Manager to ensure all party's questions are answered.

External: Relationships with regulators, platforms providers, other contractors/regulatory bodies and industry partners are of prime importance. Interaction with members of the public, Government, and Councils 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 _____