

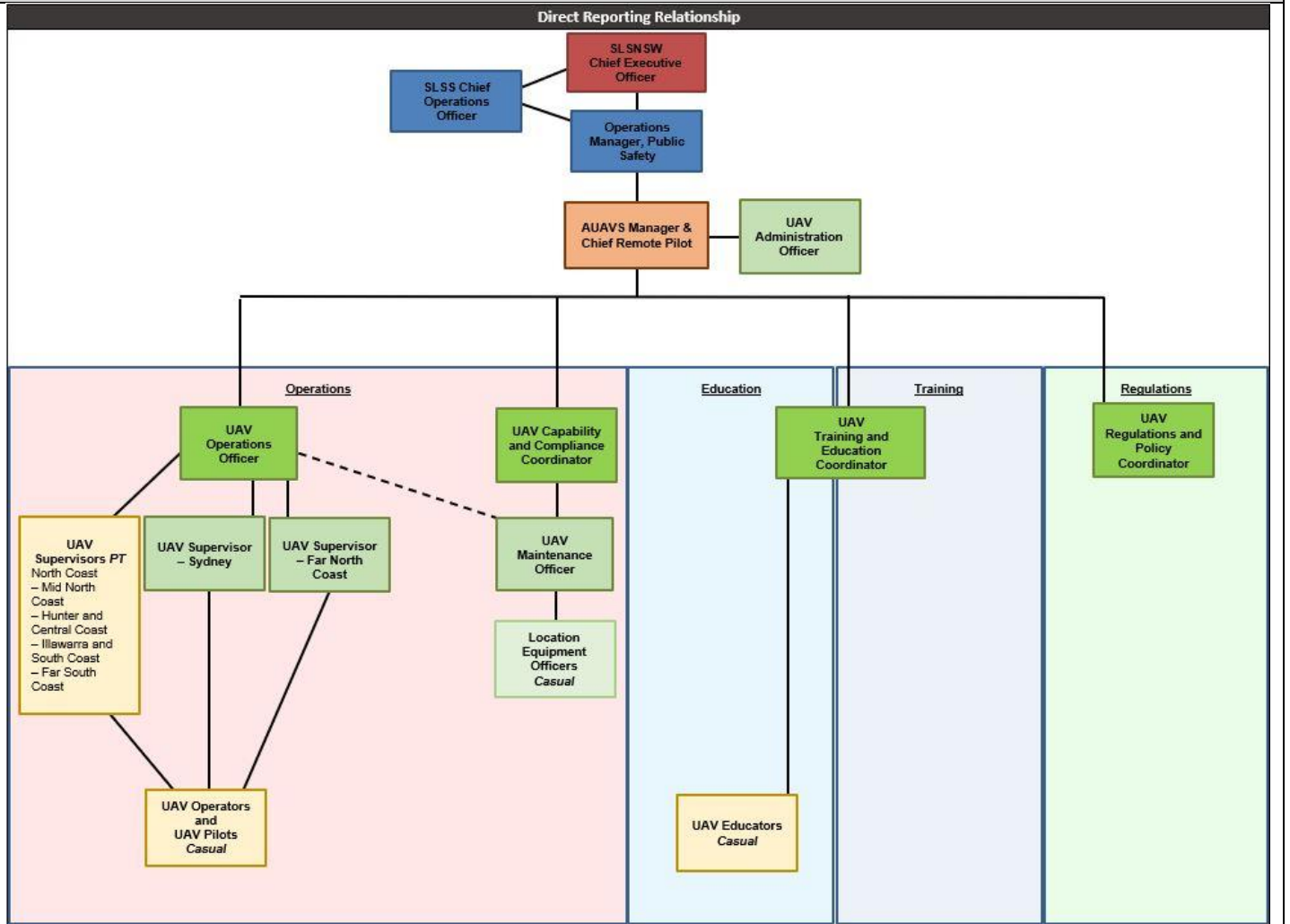
Position	Work Location	Position Description Completed
UAV Supervisor – Far North Coast	As required	April 2022
Reports To:	Direct Reports:	SLSS Department
UAV Operations Officer	As below	Public Safety (Australian UAV Service)

PURPOSE STATEMENT

The UAV Supervisor – Far North Coast is responsible for providing support and guidance to casual staff and members across their region of operations. They also play a role in maintaining and ensuring the serviceability of the AUAVS fleet and all associated equipment within their region of operations.

The UAV Supervisor – Far North Coast is also responsible for supporting and guiding the local team of AUAVS casual staff and members within their area of operations (Clarence Valley Council to the northern NSW border), and for ensuring capability is being built into the local SLS membership.

DIRECT REPORTING RELATIONSHIP



SELECTION CRITERIA

Essential	Desirable
<ul style="list-style-type: none"> • Ability to complete the Train the Trainer program to gain the UAV Instructor qualification; • A proven experience in delivering training and supporting operations; • Availability to work across the paid operational periods of their area of operations; • Unrestricted Motor Vehicle Licence required; • A background in business development and client care; • Well-developed oral and written communications skills; • Substantial experience and technical knowledge of UAV operations or similar roles; • An understanding of Surf Life Saving procedures, practices, and policies; • Problem-solving and decision-making skills; • A professional attitude and appearance; • Ability and willingness to travel to site location(s) when required; • Ability to work flexible hours, including some weekends and Public Holidays; • Ability to move and lift heavy equipment; • Proven ability to maintain accurate stock levels and organise products. 	<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 UAVs &/or a RePL certificate; • Experience maintaining and working hands-on with UAVs; • Experience completing stocktakes and managing warehouses.

KEY RESPONSIBILITIES	
Responsibility	Description
Training and Competency	<ul style="list-style-type: none"> • Undergo and successfully complete the SLSNSW UAV Operator Induction Program (OIP) (if not already completed); • Deliver a set number of UAV Operator Induction Programs within their area of operations; • Tasks are carried out in the most efficient, appropriate, and proactive manner in accordance with relevant regulations, guidelines and procedures endorsed and implemented by the Australian UAV Service; • 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; • Take an active role in forming positive relationships with Club members at locations of work; • SLS policies and procedures are complied with at all times; • All standards relevant to UAV operations are maintained at all times; • Work in a manner that promotes teamwork and cooperation; • Always maintain a well presented and professional image and ensure the AUAVS uniform is worn in accordance with AUAVS policy;
Administration	<ul style="list-style-type: none"> • Maintain all appropriate documentation and reports; • Data entry, particularly AVCRM Job Logs and Deputy; • Participate in procedure reviews and development where required; • Ensure courteous and professional communication with internal stakeholders such as Surf Life Saving Clubs and external agencies including Council Rangers, Police and Ambulance; • Carry out any specific tasks as required by the UAV Operations Officer; • Timely communicate any extensive personal unavailability so that other staff arrangements can be made.
Service Delivery & Operations	<ul style="list-style-type: none"> • Drive to various service delivery locations within their region of operations, in order to provide face-to-face support to members and staff within those locations; • Respond to emergencies where available, utilizing a UAV kit within their vehicle; • Engage in delivering surfing event surveillance under the guidance of the UAV Operations Coordinator; • Develop and maintain client relationships for a range of business development opportunities within NSW; • Carry out specific tasks as required by the UAV Operations Coordinator, including asset stocktakes; • Ensure all operational and training UAV kits meet the specifications as outlined by the UAV Operations Coordinator; • Ensure that any defective, inoperable, or missing equipment is reported timely to the UAV Maintenance Coordinator for replacement; • Ensure that any used equipment consumables are reported timely to the UAV Operations Coordinator for replacement;

	<ul style="list-style-type: none"> • Flexibility to receive couriered equipment in a timely manner when needed; • Flexibility to organise equipment for courier collection in a timely manner when needed; • Ensure all equipment is organised in an appropriate location for UAV Pilot or UAV Operator commencement of duty; • Communicate any equipment changes and available equipment to UAV Pilots and UAV Operators when required.
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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 SLSNSW/SLSS Board of Directors and SLSNSW/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 Supervisor – Northern NSW interacts with Location Equipment Officers, UAV Pilots and UAV Operators to further public safety interests of SLSS and SLSNSW operations along the NSW coastline, and to ensure safe and efficient assigned UAV operations. A UAV Supervisor 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: The UAV Supervisor – Northern NSW will be expected to maintain relationships with SLS Branches, SLSC's, their associated members, Duty Officers, and members of emergency services. They will also be dealing with a number of AUAVS partners and clients including, but not limited to, local board rider's clubs, Surfing NSW, World Surf League, and other clients in AUAVS' business development space.

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 _____