



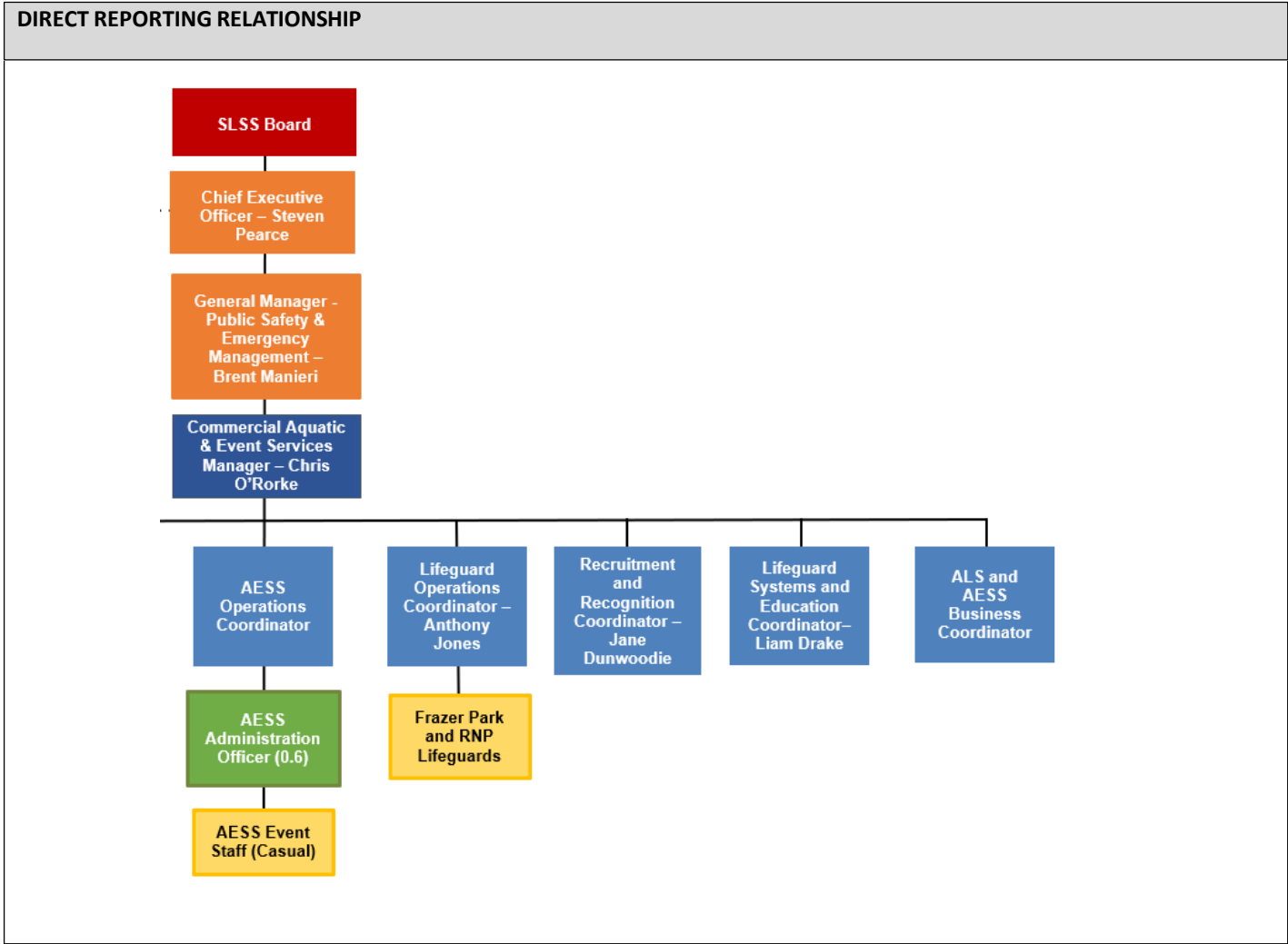
Position Description

Position	Work Location	Position Description Completed
AESS Safety Officer (Casual)	NSW and ACT	October 2023
Reports To:	Direct Reports:	Department
Commercial Aquatic & Event Service Manager	N/A	Australian Event Safety Service (AESS)

PURPOSE STATEMENT

AESS Safety Officers are responsible for providing water safety services and first aid response, ensuring that all necessary measures (proactive and reactive) are performed to prevent injury, loss of life by injury and/or drowning at any Australian Event Safety Service (AESS) contracted event/location. AESS Safety Officers are required to conduct themselves professionally and to the highest standard. Their conduct must not be to the detriment of the reputation of SLSS or bring the Service into disrepute. Officers must ensure safety is always maintained.

Individual qualifications, experience and the event type will determine engagement in either; first aid, water safety, aquatic vessel operations, or a combination of each.



SELECTION CRITERIA	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Relevant (current) qualifications: <ul style="list-style-type: none"> <li>○ HLTAID009 – Provide cardiopulmonary resuscitation</li> <li>○ HLTAID011 – Provide first aid</li> <li>○ And/or Certificate II in Public Safety (Aquatic Rescue) (required for Water Safety/powercraft events).</li> <li>○ SLSA powercraft (IRB Crew &amp;/or Driver or RWC).</li> </ul> </li> <li>• Experience and/or subsequent qualifications in First Responder/Clinical Care and/or Aquatic Rescue environments;</li> <li>• A proven ability in determining priorities, making sound judgements and the ability to respond appropriately under pressure;</li> <li>• A proven ability to work autonomously yet successfully contribute to a cohesive team environment;</li> <li>• Demonstrated interpersonal skills and the ability to handle difficult situations;</li> <li>• Well-developed oral and written communications skills and the ability to communicate with members of the public and event coordinators as required;</li> <li>• Confidentiality, tact and discretion when dealing with people;</li> <li>• Demonstrated reliability and strong work ethic;</li> <li>• Sound administration skills - accuracy, attention to detail and time management skills;</li> <li>• Able to perform reasonable physical tasks and manual handling;</li> <li>• A NSW Working with Children Employee Clearance Number, as per the <i>Child Protection (Working with Children) Act 2012</i>, obtained via the Office of the Children's Guardian.</li> <li>• Ability to work flexible hours, including evenings, weekends and Public Holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant (current) qualifications <ul style="list-style-type: none"> <li>○ HLTAID004 – Provide an emergency first aid response in an education and care setting</li> <li>○ HLTAID013 – Provide first aid in remote or isolated site</li> <li>○ HLTAID014 – Provide advanced first aid</li> <li>○ HLTAID016 – Manage first aid services and resources</li> <li>○ PUAEME005 – Provide Pain Management</li> <li>○ PUAEME004 – Provide emergency care for suspected spinal injury</li> <li>○ HLTAID015 – Provide advanced resuscitation and oxygen therapy</li> <li>○ HLT21020 - Certificate II in Medical Service First Response</li> <li>○ Certificate III or IV Health Care or equivalent;</li> </ul> </li> <li>• Relevant (current) SLS aquatic rescue qualifications: <ul style="list-style-type: none"> <li>○ Certificate III in Public Safety (Aquatic Search &amp; Rescue)</li> <li>○ Gold Medallion</li> <li>○ Silver Medallion Aquatic Rescue</li> <li>○ Silver Medallion Beach Management</li> <li>○ Silver Medallion IRB Driver</li> </ul> </li> <li>• NSW Maritime General Boat Licence</li> <li>• Successfully complete water safety fitness assessment: <ul style="list-style-type: none"> <li>○ 400m pool swim under 9 minutes;</li> </ul> </li> <li>• Demonstrate an ability to operate radio communications network;</li> <li>• Current Drivers Licence;</li> <li>• An understanding of Surf Life Saving procedures, practices and policies;</li> <li>• An active Surf Lifesaving member;</li> <li>• Working knowledge of the Work Health &amp; Safety Act as they relate to this position.</li> </ul>

KEY RESPONSIBILITIES	
Responsibilities	Descriptor
<b>First Aid Operations</b>	<ul style="list-style-type: none"> <li>• Patrolling, safety, rescue and response functions are carried out in the most efficient, appropriate and proactive manner in accordance with relevant regulations, guidelines and procedures endorsed and implemented by the AESS;</li> <li>• All equipment is placed in an appropriate location at commencement of shift. Ensure all equipment remains in a serviceable condition, stocked and is always accounted for. Equipment and consumables are checked for wear, tear and damage and any deficiency is reported to the Coordinator/Manager immediately.;</li> <li>• Identify hazards and minimise risks that might compromise the safety of the community;</li> <li>• All standards relevant to safety operations are maintained at all times;</li> <li>• Work in a manner that promotes teamwork and cooperation;</li> <li>• Carry out specific tasks as required by the Operations Coordinator and/or Manager, and demonstrate skills applicable to the role;</li> <li>• Maintain a positive and professional image for the AESS at all times when on shift or attending AESS related events, including wearing the AESS uniform 100% of the time while on shift.</li> <li>• Achieve feedback from the client demonstrates that a positive image was maintained while on duty;</li> <li>• Specific tasks are actioned in a timely manner and completed to a satisfactory level.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Ensure incident reports and summary reports are accurate, consistent and are completed and returned at each event in a neat and concise manner;</li> <li>• Reports emanating from external meetings must be communicated to the Onsite Coordinator &amp; AESS management team within set timelines;</li> <li>• Participate in procedure reviews and development where required;</li> <li>• Participate in reviews, investigations as required;</li> <li>• Ensure that all data entry particularly Daily Reports, Incident Reports and reviews and Payroll, is entered in a timely and accurate manner;</li> <li>• Ensure courteous and professional communication with internal stakeholders, such as clients, and external agencies including Landholders, Ambulance, Police, RMS and other emergency services;</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Maintain qualification currency and demonstrate proficiency (as required) in emergency care skills;</li> <li>• Attend meetings and training sessions as required to ensure qualifications currency is maintained;</li> </ul>
<b>Water Safety Operations</b> (additional responsibilities if applicable)	<ul style="list-style-type: none"> <li>• Be capable of fulfilling the AESS Fitness Assessment at any given time as outlined below;</li> <li>• Successfully complete water safety fitness assessment:</li> <li>• 400m pool swim under 9 minutes.</li> <li>• Maintain currency and demonstrate proficiency in SLSA awards (if applicable) including: <ul style="list-style-type: none"> <li>○ Bronze Medallion/Certificate II in Public Safety (Aquatic Rescue)</li> <li>○ Silver Medallion Beach Management</li> <li>○ Silver Medallion Aquatic Rescue</li> </ul> </li> <li>• Gold Medallion</li> </ul>

<b>Rescue Craft Operations</b> (additional responsibilities if applicable)	<ul style="list-style-type: none"> <li>• Maintain award currency and demonstrate proficiency (as required) in driving and rescue craft /vessel skills including; <ul style="list-style-type: none"> <li>○ RWC Driver</li> <li>○ SM IRB Driver</li> <li>○ IRB Crew</li> </ul> </li> <li>• NSW Maritime General Boat Licence</li> <li>• All rescue vessels are used in accordance with training, maritime regulations and SLS procedures.</li> </ul>
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<b>CORE RESPONSIBILITIES (ALL STAFF)</b>	
<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 Employment, Anti-Discrimination, Anti-Bullying and Harassment 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>• Displays a constructive, supportive and helpful attitude whilst engaged at work and towards all stakeholders.</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> </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: AESS Safety Officers will work internally with the Operations Coordinator, Business Coordinator, Administration Officer and Commercial Aquatic & Event Services Manager. They will be expected to participate in meetings (if applicable).

External: Relationships with Clients, other contractors/regulatory bodies, industry partners and emergency services are of prime importance to the AESS.

### APPROVAL

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

Commercial Aquatic & Event Service Manager:

Date:

General Manager – Public Safety & Emergency Management:

Date:

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

Employee Name

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Employee Signature

..... Date .....