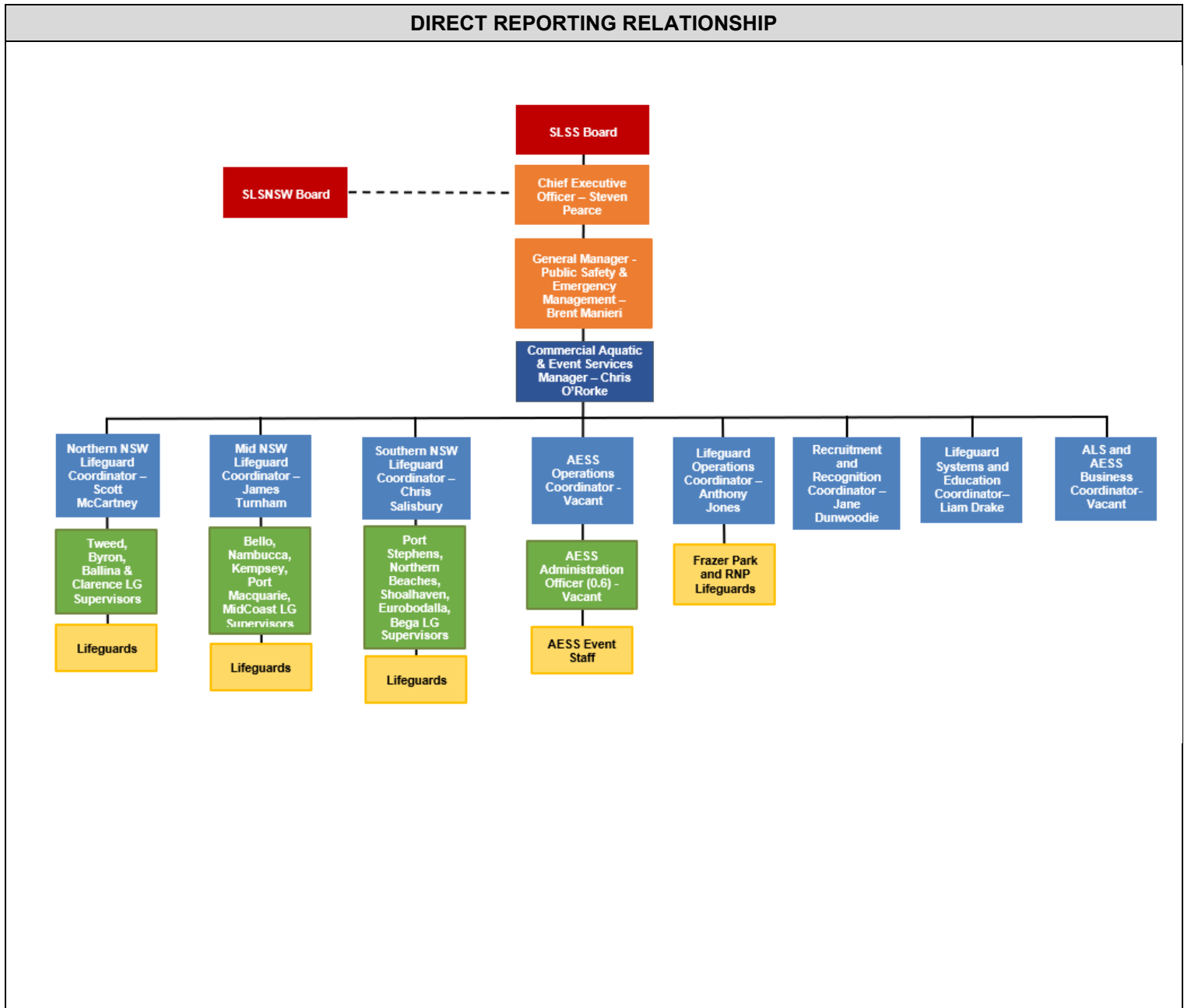


| Position | Work Location | Position Description Completed |
|----------------------------------|------------------------|------------------------------------|
| Byron Shire Lifeguard Supervisor | Byron Shire LGA | November 2023 |
| Reports To: | Direct Reports: | Department |
| Lifeguard Coordinator (Northern) | Byron Shire Lifeguards | Australian Lifeguard Service (ALS) |

PURPOSE STATEMENT

The Byron Shire Lifeguard Supervisor is responsible for ensuring the lifeguard service in the Byron Shire Local Government Area (LGA) meets, or exceeds the obligations outlined in the contract. The Byron Shire Lifeguard Supervisor is also responsible for providing mentoring and guidance to Byron Shire Lifeguards.



SELECTION CRITERIA

| Essential | Desirable |
|---|--|
| <ul style="list-style-type: none"> • Relevant current qualifications including: • SLSA Bronze Medallion/Certificate II in Public Safety (Aquatic Rescue) • SLSA Gold Medallion or Certificate III in Public Safety (Aquatic Search & Rescue) • Advanced Resuscitation Techniques • Provide First Aid • Silver Medallion Beach Management. • Silver Medallion Aquatic Rescue • RWC Operator • Successfully complete ALS Lifeguard Fitness Assessment. • 800m pool swim under 14 minutes • Lifeguard Mission (Ocean) - 400m swim; 800m run; 400m board paddle; 800m run under 25 minutes. • Complete tube rescue of a patient 100m out at sea and return. • Complete board rescue of patient 200m out at sea and return. • Substantial experience and technical knowledge of lifeguarding or similar public safety roles; • Strong organisational and administrative skills and a proven ability in determining priorities, making sound judgements, coordinating activities and meeting deadlines without supervision; • An understanding of Surf Life Saving procedures, practices and policies; • Problem-solving and decision-making skills. • A professional attitude and appearance; • People-management skills with proven ability to lead and motivate others and to earn respect; • Proficient computer skills including the full suite of Microsoft Office programs and knowledge of database management; • A current unrestricted Motor Vehicle Drivers Licence; • Willingness to undertake daily travel to various locations; • Ability to work flexible hours, including weekends and Public Holidays | <ul style="list-style-type: none"> • Certificate IV TAE • Working knowledge of the Occupational Health & Safety Act as they relate to this position; • Working knowledge of the Local Government Act 1993 and local laws, relating to this position. • Relevant current qualifications including: <ul style="list-style-type: none"> ○ Pain Management ○ SM Advanced First Aid ○ Remote Pilot Licence (RePL) |

KEY OUTCOMES (KRA)

| Outcomes | Key Activities |
|---|---|
| <p>KRA 1: Lifeguard Operations</p> | <ul style="list-style-type: none"> • Oversee all lifeguard operations within the boundaries of the allocated region; • Ensures the safety of both the lifeguard team and community; • Build and maintain a professional and proficient lifeguard team that follows established policies and procedures; • Identify hazards and minimise risks that might compromise the safety of the lifeguard team; • Ensure delivery of induction sessions and ongoing education of the lifeguard team relating to the ALS policies and procedures; • Communicate staffing needs and issues to Lifeguard Coordinator (Northern) & Lifeguard Recruitment & Recognition Coordinator; • Supervising, mentoring and training the lifeguard team; • Assist with the testing of prospective lifeguard applicants. • Evaluate and improve the performance of the lifeguard team regularly; • Serve as a liaison between the Lifeguards and the Lifeguard Coordinator (Northern)/ALS management team. • Communicate to the Lifeguard Coordinator (Northern) the need for schedule equipment replacement or repairs; • Supervise the maintenance and minor repair of equipment; • In consultation with the Lifeguard Coordinator (Northern) & ALS management team, assist in the recruitment of lifeguards within the Byron Shire; • Support, advise and mentor Byron Shire Lifeguards; • Participate in accident/incident investigation where required; • Perform onsite beach education lessons to the community such as surf awareness and water safety workshops as required throughout the season; • Work in a manner that promotes teamwork and cooperation; • Daily extensive travel to beach locations as required; • Carry out specific tasks as required by the Lifeguard Coordinator (Northern) or Lifeguard Manager. |
| <p>KRA 2: Administration</p> | <ul style="list-style-type: none"> • Maintain all appropriate documentation and reports; • Data entry, particularly Daily Reports, Incident Reports and Payroll; • Following consultation with the ALS management team ensure operational issues are communicated with Land Managers and other regulatory bodies that the ALS provides services to; • Participate in procedure reviews and development where required; • Maintain regular communication with internal stakeholders such as Byron Shire Surf Clubs, Branch(es) and external agencies including Council Rangers, Police and Ambulance; • Carry out specific tasks as required by the Lifeguard Coordinator (Northern) or Lifeguard Manager. |
| <p>KRA 3: Qualifications & Fitness</p> | <ul style="list-style-type: none"> • Maintain qualifications currency and demonstrate proficiency in lifesaving skills; • Attend lifeguard meetings and training sessions as required by the ALS; • Carry out specific training as required by the Lifeguard Coordinator (Northern) or Lifeguard Manager. |

PERFORMANCE STANDARDS (KPIs)

| Outcomes | Key Performance Indicators (KPI's) |
|---|---|
| <p>KRA 1: Lifeguard Operations</p> | <ul style="list-style-type: none"> • All Byron Shire lifeguards undergo an appropriate selection and induction process in line with ALS policies and procedures prior to commencement of duty; • All employment paperwork from preferred applicants is completed and forwarded to ALS management team within the allocated timeframe; • Report unsafe conditions and equipment to the Lifeguard Coordinator (Northern) immediately; • Lifeguard injuries are logged and notified to Lifeguard Coordinator (Northern), ALS management team and Employers Mutual within 48 hours of incident occurrence; • Submit to Lifeguard Coordinator (Northern) & ALS management team investigation reports within set timeframe following accident/incident; • All policies and procedures relevant to lifeguard operations are adhered to at all times; • Ensure all equipment and uniforms remain in a serviceable condition and are always accounted for; • All Byron Shire lifeguards are always well presented and the ALS uniform is worn in accordance with policy; • Outlined contractual obligations with key stakeholders are achieved with ALS management team regularly provided reports and updates; • A positive and professional image of the ALS is demonstrated to the public, council, local media and other external and internal stakeholders; • The community receives a high level of lifeguard services and beach safety at all times. |
| <p>KRA 2: Administration</p> | <ul style="list-style-type: none"> • Ensure that all data entry for Byron Shire , particularly Daily Reports, Incident Reports and Payroll, is entered in a timely and accurate manner; • Reports emanating from external meetings, such as Council Meetings, must be communicated to Lifeguard Coordinator (Northern) & ALS management team and outcomes achieved in accordance within set timelines; • Accurate reports are received within pre-determined timeframes i.e. weekly/monthly/seasonal reports; • Data entry is completed within 1 week of service provision and is accurate and consistent. |
| <p>KRA 3: Qualifications & Fitness</p> | <ul style="list-style-type: none"> • Maintain currency in qualifications including: • SLSA Gold Medallion/Certificate III in Public Safety (Aquatic Search & Rescue); • Bronze Medallion/Cert II in public safety (Aquatic Search & Rescue), • Advanced Resuscitation Techniques Certificate or equivalent, • Provide First Aid; • Silver Medallion Beach Management; • Silver Medallion Aquatic Rescue; • RWC Operators; • Other awards as required; • Be capable of undertaking the ALS Fitness Assessment at any given time including but not limited to: <ul style="list-style-type: none"> • 800m pool swim under 14 minutes • Lifeguard Mission (Ocean) - 400m swim; 800m run; 400m board paddle; 800m run under 25 minutes; • Complete tube rescue of a patient 100m out at sea and return; • Complete board rescue of patient 200m out at sea and return. |

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 Byron Shire Lifeguard Supervisor will work internally with the ALS management team, Lifeguard Coordinator (Northern) and Lifeguards within the outlined area of responsibility. The Byron Shire Lifeguard Supervisor will be expected to participate in meetings and communicate to all parties in both a written and verbal manner. A strong working relationship with other SLSS portfolios (ALA, AESS) is also expected to meet business goals and initiatives.

External: Relationships with Councils, other contractors/regulatory bodies and industry partners are of prime importance to the ALS. The Byron Shire Lifeguard Supervisor will also be expected to maintain relationships with local SLSC's and the respective Branch(es).

APPROVAL

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

ALS Manager Date

General Manager
Public Safety and
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

Employee Signature Date