

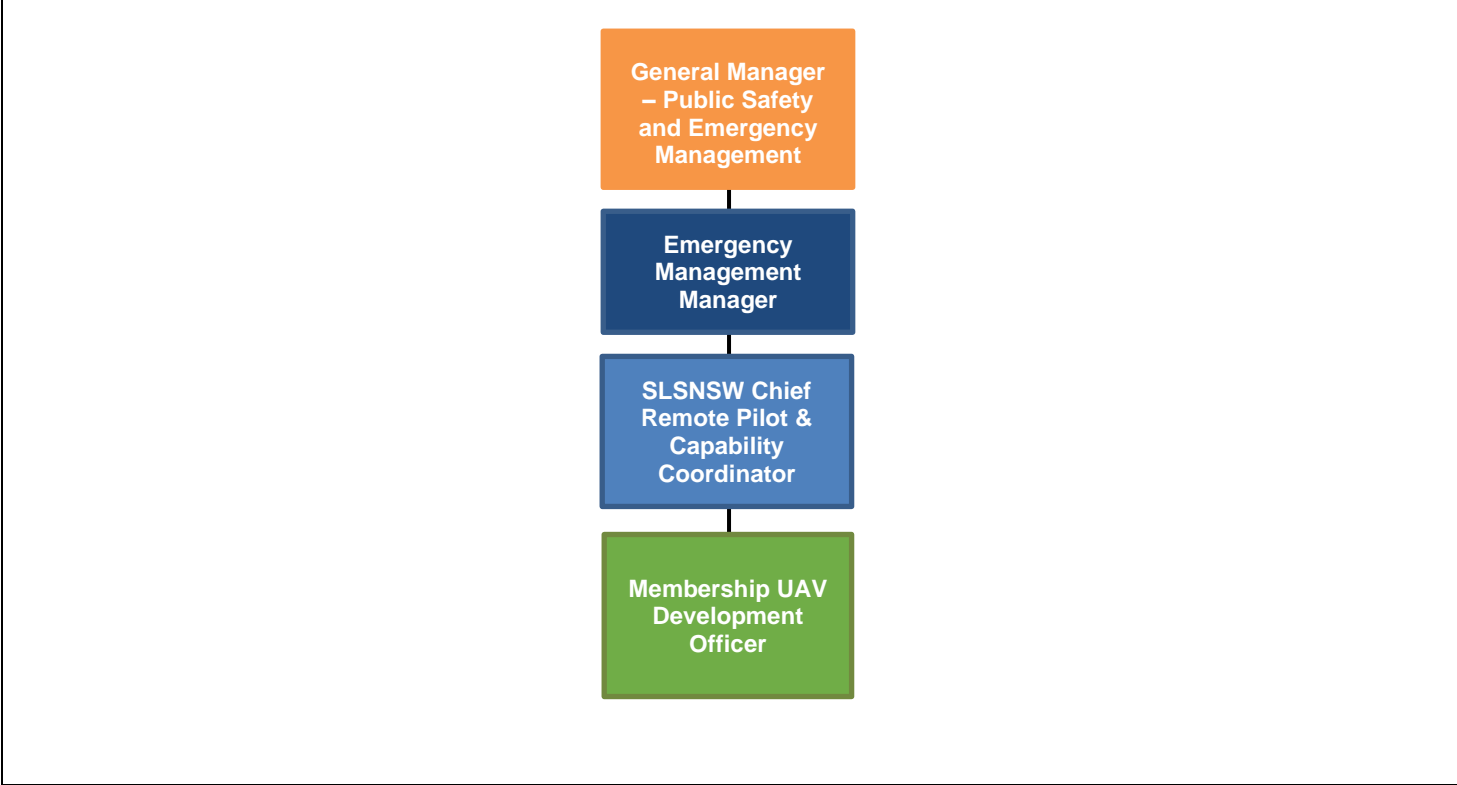
Position Description

Position	Work Location	Position Description Completed
SLSNSW Chief Remote Pilot & Capability Coordinator	SLSNSW HQ - Belrose	April 2024
Reports To:	Direct Reports:	SLSNSW Department
Emergency Management Manager	As below	Public Safety (Emergency Management)

PURPOSE STATEMENT

The SLSNSW Chief Remote Pilot & Capability Coordinator is responsible for exercising the regulatory responsibilities of the ReOC Chief Remote Pilot pursuant to the Civil Aviation Act and subordinate legislation. In conjunction with the Emergency Management Manager the role will ensure that capability to meet operational objectives are in line with the SLSNSW Strategic & Business Plans.

DIRECT REPORTING RELATIONSHIP



SELECTION CRITERIA

Essential	Desirable
<ul style="list-style-type: none"> • Qualify as a Chief Remote Pilot through CASA assessment, including holding a valid RePL, and an aviation radio qualification AROC or the ability to obtain. • Eligibility to be approved as SLSNSW Chief Remoter Pilot for SLSNSW RPAS operations by the Civil Aviation Safety Authority (CASA). • Comprehensive knowledge of the CASA Regulations and Orders that affect SLSNSW's ReOC and of the responsibilities of a Chief Remote Pilot and the ability to perform these responsibilities. • An understanding of aviation law and technical knowledge of UAV's or similar aviation in public safety roles. • An understanding of radar, detect and avoid, and ISR systems. • An understanding of radio technology / equipment. • A background in document writing and regulatory approvals. • Well-developed analytical skills; a conceptual approach to planning, and the ability to make sound judgements. • Strong organisational and administrative skills and a proven ability in determining priorities, coordinating activities and meeting deadlines without supervision. • Well-developed oral and written communications skills (including presentation and report writing) and the ability to communicate to stakeholders at any level. • High level computer skills including the full suite of Microsoft Office programs and database management. • Proven ability to work in a team environment. • Able to travel intra-state when required; • Motor Vehicle Licence required. • A demonstrated commitment and working knowledge of ethical practices, WHS, EEO and anti-discrimination. • Ability to work flexible hours, including weekends and Public Holidays. 	<ul style="list-style-type: none"> • Relevant SLSA Awards including (current) Bronze Medallion, • Obtained a pass grade in the CASA Instrument Rating Exam (IREX) or ability to obtain • Co-ordination of multiple site operations • Experience in dealing with multiple stakeholders. • Working knowledge of the Work Health & Safety Act as they relate to this position. • An understanding of Surf Lifesaving and Lifeguard procedures, practices and policies.

KEY OUTCOMES (KRA)	
Outcomes	Key Activities
KRA 1: Service Delivery & Operations	<ul style="list-style-type: none"> • Develop, enforce, and monitor RPAS maintenance standards (including investigation of defects) and oversee maintenance for RPAS in accordance with the manufacturer specifications. • Ensure maintenance activities are conducted in accordance with the procedures detailed in the relevant RPAS section of the RPAS Operational Procedures (Library) and that specialist equipment items, including payload equipment, are serviceable. • Develop and update the Operations Manual and Operational Procedures and develop checklists and applications for approvals and permissions to facilitate safe and legal remote flight operations. • Maintain a complete and up-to-date reference library of operational documents as required by the Civil Aviation Safety Authority (CASA) for the class of operations conducted. • Provide input as required into the ongoing development and delivery of Standard Operating Procedures (SOPs) for UAV operations; • Support the Chief Pilot to ensure that all SOPs and policies are implemented and carried out consistently throughout both the paid pilot and volunteer pilot group; • Regular liaising with other portfolios to ensure the effective delivery of UAV operations that service the SLSNSW membership; • Assist with state-wide equipment purchases, maintenance and repair, storage and annual allocation in agreeance with the Emergency Management Manager and GM Public Safety & Emergency Management; • Assist the Operations Manager – Safety & Compliance in ensuring all aspects of safety and compliance are regularly reviewed and reported on to ensure adherence to relevant regulatory requirements for all SLSNSW operations.
KRA 2: Capability	<ul style="list-style-type: none"> • Develop and oversee training for SLSNSW members responsible for remote pilot operations and ensure compliance with the Civil Aviation Act and Regulations. Provide subject matter expert advice as required. • Maintain a record of training and qualifications held by each SLSNSW Branch, including records of personnel permitted to perform maintenance on Remote Pilot Aircraft. • Provide input into the ongoing development of the UAV membership strategy with a particular focus on capability and capacity uplift in regional areas; • Identify opportunities to improve current services and to provide new services to the SLSNSW membership; • Keep abreast of community issues and current and emerging trends within the UAV sector ensuring that AUAVS have the required capabilities to meet industry expectations; • Assist the Emergency Management Manager in the development, implementation, and regular monitoring of any UAV budgets, specifically training costs, maintenance costs and future capital expenditure requirements.
KRA 3: Management	<ul style="list-style-type: none"> • Oversee the daily management of the direct reports as outlined within organisational chart; • Maintain a current Capital Asset Register including forward planning and budgeting; • Ensure an Asset Management system is developed and implemented appropriate control measures are implemented and maintained;

	<ul style="list-style-type: none"> • Participate in meetings including but not limited to staff meetings and gatherings; • Provide relevant reports to Senior Management & SLSNSW Board when required; • Widespread positive promotion and recognition of SLSNSW's activity in UAV's is achieved.
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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 Board of Directors and SLSNSW 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 SLSNSW Chief Remote Pilot & Capability Coordinator works closely with the Emergency Management Manager to ensure that the operations conducted SLSNSW members are delivered in accordance with all regulatory requirements. The role will also oversee the general building and reporting on capability across the SLSNSW membership. This role will also have an indirect reporting relationship to the AUAVS Operations Manager – Safety and Compliance for all matters pertaining to the adherence to agreed safety and compliance performance indicators.

External: Relationships are developed and fostered with SLSNSW members through the various levels of the organisation. Relationships are also maintained with CASA, government and other regulatory bodies as required. Relevant working relationships exist with emergency service organisations as required.

APPROVAL

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

Emergency Management 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 _____

Employee Signature _____ Date _____