



Position Description

Position	Work Location	Position Description Completed
Membership UAV Officer	SLSNSW HQ - Belrose	February 2026
Reports To:	Direct Reports:	SLSS Department
SLSNSW Chief Remote Pilot	N/A	Public Safety (Lifesaving)

PURPOSE STATEMENT

The SLSNSW Membership UAV Officer provides high level administrative and operational support to the SLSNSW Chief Remote Pilot to achieve the goals and objectives of the organisation.

DIRECT REPORTING RELATIONSHIP

General Manager -
Public Safety



Lifesaving Manager



Chief Remote Pilot &
Capability Coordinator



UAV Membership
Officer

SELECTION CRITERIA	
Essential	Desirable
• Training qualifications, either in surf lifesaving or externally recognised prior learning (RPL) • A background within Surf Life Saving and / or thorough understanding of UAV surf lifesaving operations. • Hold either the SLS UAV Operator award, SLS UAV Pilot award, or a RePL. • Experience in delivering training in front of groups • Ability to work flexible hours, including 1 weekend a month, some additional weekends and occasional Public Holidays. • Well-developed oral and written communications skills and the ability to communicate to stakeholders at any level. • Proven ability to work independently and part of a team. • Ability and willingness to travel when required. • Excellent computer skills in a number of Microsoft Office applications. • Self-motivated with a can-do attitude. • Proven ability to prioritise tasks and multitask. • Excellent interpersonal skills at all levels. • Ability to maintain a high degree of confidentiality. • Excellent organisational skills. • Unrestricted Motor Vehicle Licence required. • Proven ability to exercise effective judgment, sensitivity and creativity to changing needs and situations.	• Strong understanding of SLSNSW SOPs • Previous experience working with volunteers • An RePL qualification • An understanding of aviation law and technical knowledge of UAV's. • Demonstrated enthusiasm for surf lifesaving

KEY OUTCOMES (KRA)	
Outcomes	Key Activities
KRA 1: Training and Education	• Coordinate and deliver UAV training courses and assessment activities to the membership, across clubs, branches and state programs. • Coordinate and manage the UAV instructor endorsement pathways to build sustainable training capacity across the state. • Monitor training completion, endorsements, and currency requirements through approved training and record-keeping systems. • Manage the UAV Expression of Interest database, including maintaining accurate records and regularly distributing relevant information to Branch UAV Coordinators. • Contribute to the development, review and continuous improvement of UAV training policies, procedures and manuals.
KRA 2: Asset Maintenance	• Carry out the role and responsibilities of the Remote Operator Certificate (ReOC) Maintenance Controller. • Create and oversee maintenance schedules for UAV in accordance with the manufacturer specifications. • Oversee and help manage defects of equipment by liaising with equipment and service providers, Branch UAV Coordinators and Club UAV Officers.

	• Maintain correct Base and Aircraft assignments to Pilots in AVCRM.
KRA 3: Administration	• Provide timely support to members on UAV training, qualifications, currency, and operational requirements. • Liaise with clubs, branches, and internal portfolios to support effective UAV training, education, and operations. • Support the Chief Remote Pilot to ensure that all SOPs, policies and governance documents are implemented and carried out consistently throughout the volunteer pilot group. • Attend and contribute to relevant meetings, including staff and management meetings, as well as membership meetings

CORE RESPONSIBILITIES (ALL STAFF)

Accountabilities	Key Performance Indicators (KPI's)
Work Health and Safety	• 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	• 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	• 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	• 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 Membership UAV Officer interacts closely with the SLSNSW Chief Remote Pilot, and AUAVS staff. It is also key to be an approachable and informative contact for Branches and Clubs, working with them to promote Surf Life Saving UAV use. This role requires a personable approach when dealing with a large number of members across the state.

External: Interaction with members of the public 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

SLSNSW Chief Executive Officer _____ Date _____

General 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 _____