

Circular

Title:	Expression of Interest for Rescue Water Craft Area Captains /Coordinators
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Department:	Lifesaving Operations
Audience:	All Operations Support Members
Summary:	EOI RWC Captains 17/18 season
Date:	27.06.2017

Surf Life Saving Queensland Operations Support Service is seeking Expressions of Interest (EOI) for the below Area Captain Positions for the 2017/2018 season. The Positions listed below will be appointed by the Operations Support Panel and endorsed by the State Lifesaving Committee on review of the applicant's credentials. All successful applicants before final sign off will be required to attend an induction for the role at your regional office.

The Positions are:

- Area 1 – Kirra SLSC
- Area 3 – Pacific SLSC
- Area 4 – Burleigh Heads SLSC
- Area 5 – Southport Ops Base
- Area 6 – Southport Ops Base
- Area 8 – North Stradbroke Island
- Area 12 – Met Caloundra SLSC
- Area 14 – Mooloolaba
- Area 15 – Mooloolaba
- Area 16 – Marcoola SLSC
- Area 17 – Coolum SLSC
- Area 18 – Noosa SLSC
- Area 19 – Noosa SLSC
- Gold Coast RWC Coordinator
- Sunshine Coast RWC Coordinator

These positions will require an expression of interest email sent to opssupport@lifesaving.com.au by COB Monday the 3rd July 2017. Please address the below in your expression of interest.

Background/Experience:

- Please provide an overview of your background and experience in Surf Life Saving in relation to the role for which you are applying.

Skills and Attributes:

- Skills, qualifications and experience for the role.
- Experience and ability to provide regular reports and the time and energy to action recommendations.
- Analytical skills to be able to assess a broad range of evidence and communication skills in order to influence decision making.

Successful applicants will be notified of their position in writing.

Kind Regards,

DAVE MCLEAN

State Operations Support Officer



RWC Service

Regional RWC Area Coordinator

Duty Statement

ROLE

As the Regional RWC Area Coordinator you are responsible to the State RWC Advisor for the effective management of your Regional RWC service.

JOB REQUIREMENTS

As the Regional Area Coordinator you are responsible for the following tasks:

1. Liaise with Area Captains in the Coordination and implementation of area rostering.
2. Coordinate servicing of Regional RWC's including spare craft, trailer and equipment, through the Regional Life Saving Services Coordinator and the Operations Support Coordinator.
3. Ensure Regional Statistical log book data entry into surfguard is completed by the 2nd day of each month during the Patrol Season.
4. Oversee the maintenance of all equipment including Radios, PFDs, Wetsuits, helmets.
5. Coordinate and conduct RWC Courses for new Members, organising Trainers and Assessors for the candidates(to be approved through State Advisor and Operations Support Coordinator)
6. Account for Regional Area Equipment which is to include stocktaking of equipment at least three times through the season, being the start, middle and completion of the season).
7. Maintain a register of SLSQ RWC assets within your region, including type, engine number, log books etc.
8. Attend RWC Panel meetings, Provide reports and returns to the RWC Panel, attend Operations Support Panel meetings by invite.
9. Ensure RWC SOPs compliance within your region.
10. Monitor RWC patrol and serviceability techniques and advise on these matters as required.
11. Supervise RWC operations, standards and training within your region.
12. Liaise with local clubs and branches in relation to promotion of crew recruitment for RWC service.
13. Where Qualified provide Retraining/Extra training approved by the State RWC Advisor.
14. Provide advice on RWC Operations and recommendations with reference to your region where appropriate.
15. Be responsible to the State RWC Advisor.
16. Carry out any other tasks given by the State RWC Advisor.



QUEENSLAND

RWC Service Area Captain Duty Statement

ROLE

As the Area Captain you are responsible to the Regional RWC Coordinator for the effective management of your area service.

JOB REQUIREMENTS

As the Area Captain you are responsible for the following tasks:

1. Coordinate and implement rostering for your area, ensuring that substitution is conducted to ensure that rosters are covered
2. Servicing of your Area Craft, trailer and equipment, through the Regional Coordinator and the Operations Support Coordinator
3. Ensure that statistical log book data entry into surfguard by the 2nd day of each month during the Patrol Season.
4. Maintenance of all RWC equipment including Radios, PFDs, Wetsuits, helmets.
5. Ensuring fuel is readily available for operators to carry out refuelling procedures where refuelling is conducted by fuel jerries.
6. Coordinate and conduct area inductions for new or transfer members, including buddy runs, probationary hours logging, extra training (to be approved through regional Area Coordinator)
7. Account for Area Equipment which is to include stocktaking of equipment at least three times through the season, being the start, middle and completion of the season)
8. Provide reports and returns to the RWC Panel and as required
9. Attend RWC Panel meetings (held at least once every three months)
10. Ensure RWC SOPs adherence and compliance within your area
11. Where Qualified provide Retraining/Extra training, approved by the Regional RWC Coordinator
12. Provide advice on RWC Operations and recommendations with regards to your area to the RWC panel.
13. Be responsible to the Regional RWC Coordinator
14. Carry out any other tasks given by the Regional RWC Coordinator.