



CIRCULAR

| SUBJECT | ISSUE DATE | NUMBER |
|------------------------------------|-------------------------|----------|
| EOIs SLSS Duty Officers 2022/23 | Wednesday 23 March 2022 | 32/21-22 |

To Clubs, Presidents, Secretaries, Captains, SOG

From Duty Officer Coordinator

CC BOM, LSOC, EC, SSC, JDC, MSC

Surf Life Saving Sydney is seeking Expressions of Interest for Duty Officer positions to be appointed in the Eastern Suburbs (Waverley/Randwick) and Sutherland/Royal National Park Operational Areas for season 2022/23. The appointments are for a period of one, two or three seasons at the selection committee's discretion. All current Duty Officers in Sydney Branch have to re-apply if you wish to be considered. There is no automatic re-appointment for 2022/23.

What do I need? Pre requisites

A successful candidate will meet the following essential criteria:

- Proficient Bronze Medallion holder (Cert II Public Safety – Aquatic Rescue)
- Proficient ARTC award holder
- Hold Silver Medallion Beach Management Award
- NSW Drivers License (current)
- Capability and expectation to respond 24/7
- Reside within a short distance to the nominated operation area
- Willing and able to drive Branch Duty Officer Response Vehicles and comply with relevant SOP's.
- Ability to commit to a rotating roster during the season, expected for patrol approximately 1 x full weekend every 6 weeks.
- All DO's will need to commit as a minimum to one of the following days each season:
 - Christmas Day
 - Boxing Day
 - New Years' Day
 - Australia Day
- Additional DO's will always be required and rostered on the above days in addition to Eastern Beaches30 and Sutherland20
- Sutherland DO's who have RWC awards maybe rostered on Boxing Day, New Years Day and Australia Day to "double hat" in the RNP
- An intensive summer peak period will require additional resources from Duty Officers. If you cannot commit from mid-December until 1st February in an intensive way, these roles are not appropriate for you

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The following criteria is also highly desirable:

- Holder of a current Cert III Public Safety Aquatic Search and Rescue or Higher,
- Experience with emergency services or similar
- Support Operations Group experience e.g., SurfCom, SR30, UAV's, RWC Operator
- 5 Years' Experience as a Patrol Captain
- Safety experience and Critical Incident Management in a work environment

Role

Duty Officers will primarily perform their duties whilst rostered on weekends and public holidays, however they are also required to respond 'on-call' to 13SURF taskings out of hours and in the off-season. Duty Officers also provide advice and support to Clubs and Patrol Captains during major incidents, liaise with emergency services, conduct debriefs and coordinate lifesaving/rescue services at unpatrolled locations during or after hours.

Call out hours will be a key KPI for re-appointment

Suitable candidates will be required to undertake additional training and commence operations in a probationary/mentored capacity initially with a senior DO or RCO. Some training is mandatory and applies to all.

DOs in the peak summer season must patrol from the beach or beach area, unless signed off by the Duty Officer Coordinator.

A full position description can also be found in (SLSNSW) SOP LS10.3 at <https://www.surflifesaving.com.au/resources/lifesaving-sops>

How to apply?

Applications are to be in writing using the EOI jotform link provided

<https://form.jotform.com/220808051799866>

A letter of support from Club President or Club Captain/Director of Lifesaving must accompany EOIs from new applicants. Existing DO's reapplying do not require this letter of support.

EOI's should be in the form of a resume type application addressing the pre-requisites and also outlining any other SLS commitments (paid and unpaid).

Candidates who submit an EOI will be required to attend an interview at short notice with myself and an appointed panel, which will conduct formal interviews in person. You will need to make yourself available to attend. Not all appointed DO's will need to be interviewed, however being a current DO does not mean you will not be interviewed.

Expressions of Interest close at Branch office COB Monday 9 May 2022

Any questions in relation to this position can be direct to Michael Byrne – Duty Officer Coordinator on M: 0419 716 001 or E: dutyofficers@surflifesavingsydney.com.au

MICHAEL BYRNE

Duty Officer Coordinator

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