



CIRCULAR

SUBJECT	ISSUE DATE	NUMBER
SLSS Duty Officer EOIs Season 2024-2025	Thursday 18 January 2024	22/23-24

To	Clubs, Presidents, Secretaries, Captains, Support Operations Group Members
From	Manager Support Operations Duty Officer Coordinator
CC	BOM, LSOC, EC, SSC, Y&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 2024-2025. The appointments are for a period of one, two or three seasons at the selection committee's discretion.

What do I need?

A successful candidate will meet the following essential criteria:

- Proficient Bronze Medallion holder (Cert II Public Safety Aquatic Rescue)
- Proficient ART award holder
- Hold Silver Medallion Beach Management Award or new Silver Medalion Patrol Captain Award
- NSW Drivers License
- 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 (DOs) 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.

Suitable candidates will be required to undertake additional training and commence operations in a probationary/mentored capacity initially with a senior DO. 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 Branch Duty Officer Coordinator.

A full position description can also be found in Public Safety Standard Operating Procedures – [PSS9.3 Branch Duty Officer System](#)

How to apply?

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

[SLSS EOI Duty Officer Season 2024-2025](#)

Closing Date EOIs COB Monday 29 April 2024

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). Please use jotform link to apply.

Letters of Support from Clubs

Branch will contact your Club President and Club Captain after receiving your EOI (whom you will provide details for in your EOI to seek letters of support)

Candidates will be required to attend an interview which will be conducted formally in person. You will need to make yourself available to attend. The interview panel will comprise : Support Operations Manager - Jackson Towns, John Restuccia - Senior Duty Officer, Michael Byrne - Duty Officer Coordinator and one other Senior Duty Officer. It is intended that interviews would be conducted on 8th and 9th June 2024 at the Branch Office, Little Bay.

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

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