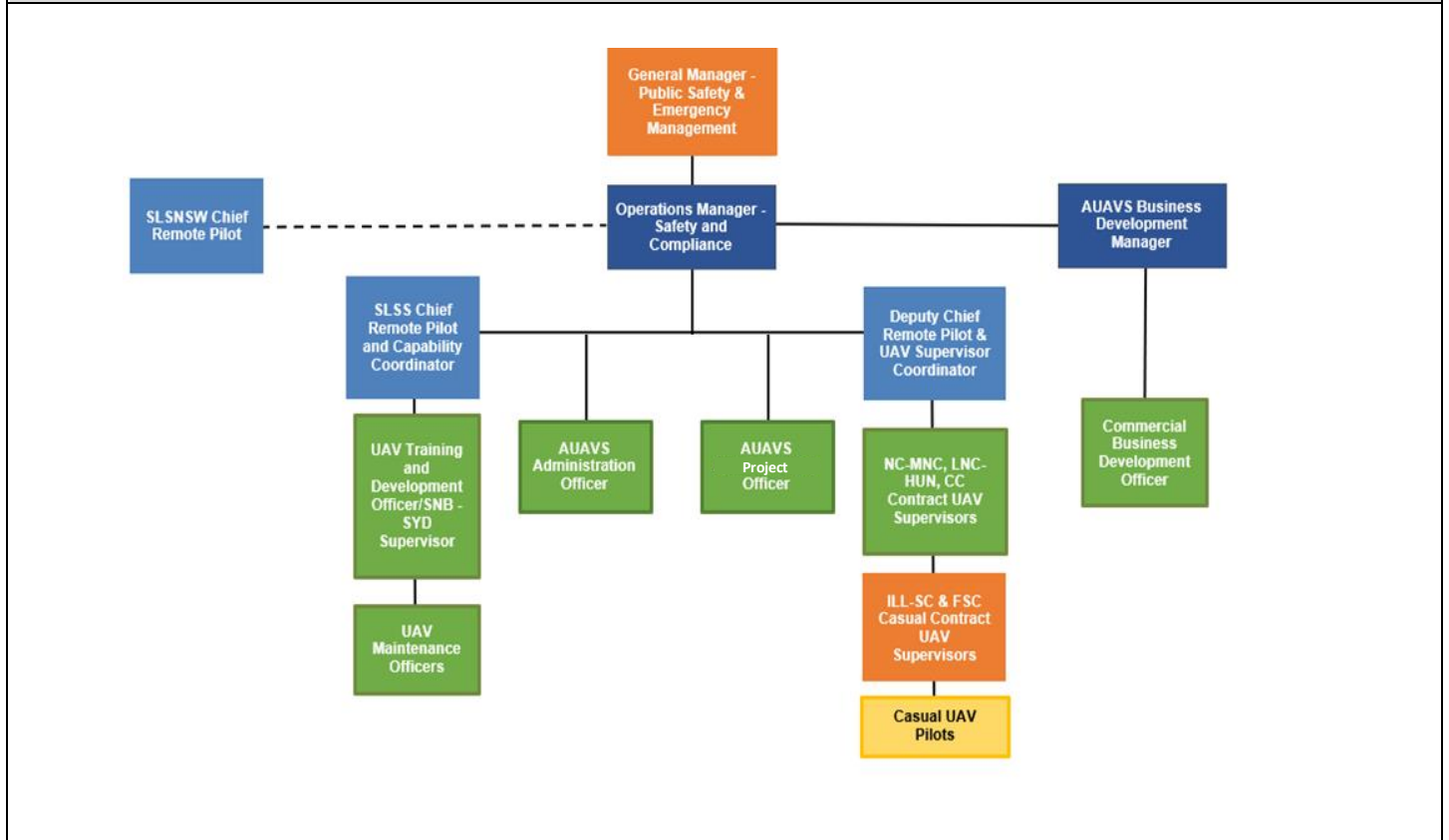


Position	Work Location	Position Description Completed
AUAVS Project Officer	SLSNSW HQ - Belrose	Oct 2024
Reports To:	Direct Reports:	SLSS Department
AUAVS Operations Manager, Safety and Compliance	N/A	Public Safety (Australian UAV Service)

PURPOSE STATEMENT

The AUAVS Project Officer provides high-level operational, administrative and project support. This role ensures the efficient management of flight operations for AUAVS and other managed service taskings, including the review of flight plans, technical support and audit activities. Additionally, the position plays a key role in managing key projects that advance the overall goals and objectives of the Australian UAV Service such as Drone in a Box systems, teleoperations, and the implementation of AI and computer vision technologies.

DIRECT REPORTING RELATIONSHIP



SELECTION CRITERIA**Essential**

- Strong knowledge of UAV flight planning and operations, including familiarity with relevant regulatory requirements and safety standards.
- Proven ability to prioritise tasks, manage multiple projects, and meet deadlines.
- Well-developed oral and written communication skills (including presentation and report writing) and the ability to communicate to stakeholders at any level.
- Proven ability to work independently and as part of a team.
- Excellent computer skills, including proficiency in Microsoft Office and flight management systems.
- Self-motivated with a proactive, can-do attitude.
- Strong interpersonal skills at all levels, with the ability to provide feedback and collaborate effectively.
- Strong organisational skills, with attention to detail in compliance and auditing.
- Ability to maintain a high degree of confidentiality.
- Willingness and ability to travel as needed for projects.
- Unrestricted Motor Vehicle Licence required.
- Proven ability to exercise sound judgment, sensitivity, and creativity to meet changing operational needs and situations.

Desirable

- Background in Surf Life Saving and/or a thorough understanding of lifesaving operations.
- Experience with teleoperations, BVLOS flights, and Drone in a Box systems.
- Understanding of radio technology and equipment.
- Familiarity with SLSNSW Standard Operating Procedures (SOPs).
- Experience working with volunteers and managing teams remotely.
- Experience flying UAVs, particularly in a public safety context.
- A RePL certificate or equivalent UAV qualification.
- Experience with AI and computer vision systems for public safety applications (e.g., shark ID, beach monitoring).

KEY OUTCOMES (KRA)

Outcomes	Key Activities
<p>KRA 1: Operations</p>	<ul style="list-style-type: none"> • Act as a key contact for managed service clients. • Undertake the role of SOC UAV officer during operational periods for both DPI and commercial contracts as required. • Personnel and resources for AUAVS operations are scheduled efficiently to meet operational objectives. • Administrative support as required to meet objectives of commercial opportunities. • Support the AUAVS Operations Manager in ensuring operational objectives are met by coordinating and scheduling personnel and resources.
<p>KRA 2: Flight Approvals, Planning and Compliance</p>	<ul style="list-style-type: none"> • Thoroughly review flight plans submitted by AUAVS ReOC Pilots (including Managed Services), providing feedback and making necessary adjustments for flight approval. • Collaborate with AUAVS approval stakeholders to ensure permits and clearances are obtained for safe operations. • Conduct audits of Pilot activities, following a predefined workflow. • Generate detailed audit reports and share with AUAVS Operations Manager, Safety, and Compliance. • Ensure all flight plans adhere to regulatory and operational standards for prompt approval. • Support to coordinate the collation and recording of statistical information, compiled by the UAV Pilots/Operators on AVCRM; • Effective use of the flight management system to ensure correct equipment is logged and managed;
<p>KRA 3: Projects</p>	<ul style="list-style-type: none"> • Lead project planning for key AUAVS Projects, potentially to include Drone in a Box systems and other key development assignments to advance the offerings of the AUAVS • Progress the development of Drone in a Box as a key service offering. • Coordinate the development of AI and computer vision systems, initially focusing on shark ID, and expanding to other public safety applications.

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 SLSS Board of Directors and SLSS 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 AUAVS Project Officer interacts closely with internal teams, including Operations, Safety, and Compliance, to ensure the smooth execution of flight operations and audits. The role involves coordination with the AUAVS Operations Manager for flight planning, project management, and client services. The Project Officer must be able to personally engage with a large team of ReOC Pilots, casual staff, and Supervisors, providing support for managed services and operational tasks. A key aspect of this role is the ability to guide staff through operational and compliance processes while fostering a productive and approachable environment.

External: The Project Officer works closely with managed service clients, such as the NSW RFS and other partners, to ensure operational objectives are met. They will liaise with external stakeholders, including Councils, regulatory bodies, and contractors, particularly for obtaining permits and flight clearances. Additionally, the role involves interacting with industry partners, as well as overseeing public safety initiatives like AI and computer vision systems. From time to time, interaction with members of the public may occur during operational activities, requiring professionalism and clear communication.

APPROVAL

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

General Manager, Public Safety Date

AUAVS Operations Manager 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