

## SAR Support Officer

### POSITION DESCRIPTION



<b>Reports To:</b>	Lifesaving & SAR Support Manager
<b>Location:</b>	Any SLSNZ main office (Auckland, Mt Maunganui, Gisborne, Wellington, Christchurch, Dunedin)
<b>Position Status:</b>	Full-time role, 40 hours per week. Some weekend and evening work is required. There are 3 SAR Support Officer roles throughout SLSNZ <ul style="list-style-type: none"><li>• South Island</li><li>• Upper North Island</li><li>• Lower North Island</li></ul>
<b>Direct Reports:</b>	Nil
<b>Key Relationships:</b>	Search & Rescue Teams & members SLS SAR Coordinators SLS Club Chairs SLS Lifesaving Team All regional and national staff SLSNZ Members
<b>Date Prepared:</b>	January 2024

### ABOUT SURF LIFE SAVING NZ

*As Aotearoa's leading beach & coastal safety, drowning prevention and rescue authority, we are truly unique, delivering proactive lifeguarding & essential emergency rescue services, a range of public education beach safety programmes, member education, training & development as well as a highly respected sport. With New Zealand having one of the highest rates of drowning (per capita) in the OECD, we are committed to changing this with a vision that No one drowns at the beach in Aotearoa New Zealand.*

*We do all this as a for purpose organisation and rely on the generosity of the public, commercial partners, foundations and trusts for donations and financial contributions in order to lead and support our incredible front line volunteer lifeguarding services. SLSNZ is the national association and represents 74 surf lifesaving clubs with 18,000 + members, including more than 4500 volunteer Surf Lifeguards. Our lifeguards, patrol over 90 locations in summer as well as providing emergency call-out rescue services throughout Aotearoa - saving hundreds of lives each year and ensuring thousands return home safe, after a day at the beach.*

### OUR ORGANISATIONAL CULTURE STATEMENT

People are at the heart of everything we do. We support our clubs, volunteers and each other through our values of:

Collaboration • Integrity • Respect • Wellbeing • Fun

We are an organisation that our People are proud to work for and our whanaungatanga (sense of kinship, connection, relationships through shared experiences and working together) provides our people with a sense of belonging.

### POSITION PURPOSE

The purpose of this role is to support the effectiveness & resilience of the Surf Life Saving Search and Rescue (SAR) teams and members. This includes;

1. Creating & supporting transparent administration processes so SAR teams and members are well engaged and informed. This includes providing status reports to ensure all teams are fully aware of their capability.
2. Supporting, enabling & inspiring SAR teams & members to ensure they are trained and ready to be deployed when needed.
3. Maintain and enhance local and regional relationships with key SAR stakeholders (internal & external) to ensure the overall sustainability of the Search and Rescue function.
4. Supporting SAR teams and SLSNZ regional staff to ensure key SAR programmes and services are delivered to the membership in compliance with SLSNZ policies and procedures.

## KEY RESPONSIBILITIES

<b>Training Support</b>	<ul style="list-style-type: none"> <li>• Support the delivery of the SLSNZ SAR training framework and development pathway;</li> <li>• Support SAR Teams with onboarding, training and membership recruitment program assistance</li> <li>• Ensure all SAR squads are suitably trained and equipped for the tasks they perform</li> <li>• Ensure induction processes are followed by all new members.</li> </ul>
<b>Response Readiness</b>	<ul style="list-style-type: none"> <li>• Coordinate the local SAR Groups.</li> <li>• Maintain current Club/Area SAR Squad personnel lists and manage the quarterly NZ Police list refreshment requirement as part of the NZ Police Service Level Agreement.</li> <li>• Work with the SurfCom Operations team to maintain current Club/Area SAR Squad personnel lists.</li> <li>• Ensure the development of national and regional SAR support services (duty officers, peer support officers).</li> </ul>
<b>Administration Support</b>	<ul style="list-style-type: none"> <li>• Support the management of Club and Area SAR squads, and ensure all teams are accredited appropriately.</li> <li>• Facilitate local relationships between local SLS SAR coordinators, regional lifesaving manager and local SAR agencies.</li> <li>• Ensure the SLSNZ component of the NZSAR National Rescue Asset Database is accurate for your respective area, &amp; it is regularly updated</li> <li>• Collate SAR activation data monthly and ensure invoicing is completed.</li> <li>• Create quarterly report data to club &amp; area teams and SurfCom Operations Team.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Work with the Lifesaving &amp; SAR Support Manager to coordinate and manage SAR member recognition programmes, including nominating individuals and squads for the annual NZSAR awards;</li> <li>• Any other duties requested by your Manager</li> </ul>

## SKILLS & QUALIFICATIONS

### Essential

- A thorough understanding of SLSNZ;
- Knowledge of surf life saving Search and Rescue operations.
- Passion to perform and contribute to SLSNZ.

- Respect from the clubs / SAR squads or will earn respect quickly (credibility).
- Non-biased approach towards any club or activity within SLSNZ.
- High level oral and written communication skills, including attention to detail.
- An ability to develop and present content to a range of audiences.
- Strong time management skills
- Demonstrated capability to develop strong internal and external stakeholder relationships.
- Able to take the initiative, prioritise competing work demands and meet deadlines.
- Integrity to work unsupervised.
- Strong networking and relationship-building skills.
- The ability to relate to people at all levels.
- Knowledge and experience across charitable, not-for-profit, sporting or volunteer organisations.
- Broad base of knowledge and experience across charitable, not-for-profit, sporting or volunteer organisations.

## PERSONAL ATTRIBUTES

<b>Collaborative Team Player</b>	Ability to engage with volunteers to achieve joint outcomes. You will be a valued member of the SLSNZ Team, role-modeling our positive, desired organizational culture and values in all of your interactions.
<b>Professionalism</b>	Impartial and professional approach towards all clubs or activities.
<b>Organized</b>	You'll impress with your methodical and systematic approach, time management, and organisation skills.
<b>Strong customer focus ethic</b>	Along with your strong work ethic, you will put club members and schools at the heart of everything you do and be willing to go that extra mile! You enjoy connecting with and talking to our members.
<b>Ability to work under pressure</b>	You can manage and deliver on a multitude of competing deadlines while keeping composed in a fast-paced environment. You pride yourself on never missing a deadline.
<b>Can work in a team or alone</b>	You are a team player but can work autonomously too. You have the confidence to undertake assigned tasks without being micro-managed and the wisdom to ask questions and seek answers if in doubt.
<b>Initiative and reliability</b>	You are nimble and can think on your feet, see things through, and deliver on time every time. Your work ethic is on point. You are a self-starter.
<b>Enthusiasm and Energy</b>	You are excited about our SLSNZ story and the incredible work our volunteer lifeguards undertake, and you show a commitment to SLSNZ's purpose and vision.
<b>Integrity</b>	Personal honesty and integrity are important to you; you demonstrate this through your work and attitude.
<b>Team Player</b>	You will be a valued member of the SLSNZ team, role-modeling our positive, desired organisational culture and values in all of your interactions.