

Scarboro Surf Life Saving Club

Job Description – IRB Officer



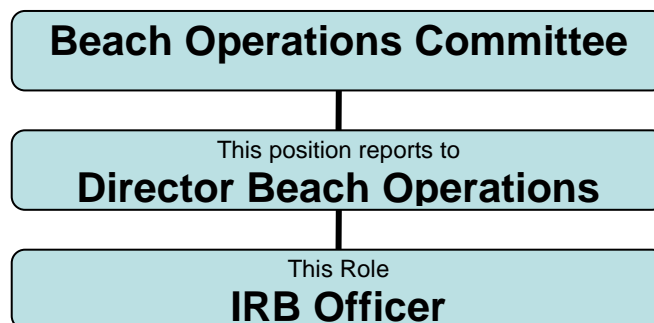
1. Position

IRB Officer – V070419

2. Position Purpose

Responsible for care and maintenance of IRB equipment and coordination of gear required for patrol, water safety or competition

3. Key Relationships



4. Approved at Board meeting 7/4/2019

5. Mandatory Requirement

Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the *Working with Children (Criminal Record Checking) Act 2004*.



5. Major Responsibilities

- Maintenance and service of the Club's IRB's, Motors, Trailers and associated equipment required for patrols, education, training and competition
 - Ensure that IRB's are ready and fully operational for Patrol, water safety, education, training or competition use in accordance with the annual Club and SLSWA calendar of activities
 - Ensure there is an adequate supply of fuel on hand, correctly mixed, labeled and stored in a secure and safe manner
 - Ensure proper storage of all such equipment in a secure location of the Club and easily accessible in time of need.
 - Ensure the correct use of IRB's by members in all circumstances
 - Assist the Education Officer in instructing members on the use of IRB's for SL Awards
 - Assist the Patrol Officer in the appointment of IRB drivers to patrols
 - Maintain records of IRB use and maintenance
 - Represent the Club at specific meetings related to IRB's
 - Seek additional assistance in managing the Club IRB's by forming an IRB Panel to develop patrol drivers and train crews for participation in IRB surf sport events
 - Liaise with the Competition Officer on the entry of members in IRB surf sport events and for the provision of water safety at intra-club events and activities
 - Attend meetings of the Surf Sports Committee as may be required to follow up on Club involvement in IRB surf sport activities
 - Annually develop and submit for approval a budget for the replacement and maintenance in a high standard of all IRB equipment
 - Comply with SLSA/SLSWA procedures related to IRBs
 - Comply with the Club's constitution and policies
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6. Primary Accountability

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| IRB equipment maintained and ready in an operational status for all required activities | IRB Budget developed and submitted in a timely manner |
| Members trained in IRB use and participate in Club patrol and inter-club surf sport activities | Meetings attended and reports submitted as and when required |
| SLSA/SLSWA IRB procedures complied with | Club Policies and directions of the Board complied with |

8. Required Competencies

- Holds an IRB Drivers Certificate
 - Basic mechanical skills
 - Understanding of budget compliance
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
 - Sound understanding of SLSA / SLSWA IRB policies and regulations
 - Understanding of Club Constitution and Policies
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