

Scarboro Surf Life Saving Club

Job Description – Radio Officer



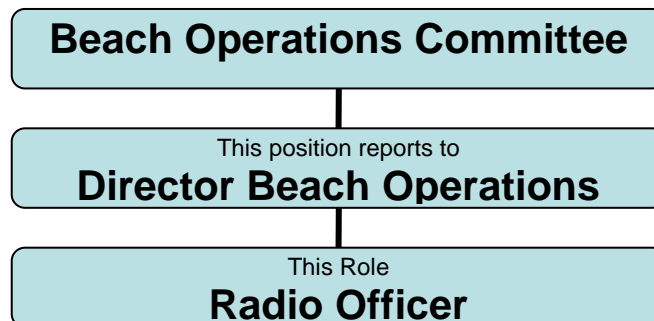
1. Position

Radio Officer – V040719

2. Position Purpose

Responsible for the coordination of Club Digital Radio services and care and maintenance of radio equipment

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*.



6. Major Responsibilities

- Care and maintenance of the Club's digital Radio equipment
 - Ensure the correct use of radio equipment by members
 - Ensure correct storage of radios and availability for patrol use
 - Assist the Education Officer in instructing on the radio component of awards
 - Assist the Lifesaving Captain in the training of members for Champion Patrol and Champion Lifesaver
 - Maintain records of the use of radios in training and patrols
 - Represent the Club at specific meetings related to Radio matters
 - Annually develop and submit for approval, a budget for the maintenance and upgrade of radio equipment
 - Comply with the Club's constitution and policies
 - Comply with SLSA/SLSWA radio related policies and regulations
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7. Primary Accountability

Radio equipment maintained and available as required	Radio budget submitted for approval in a timely manner
Radio records and logs maintained	Meetings attended and reports submitted as and when required
SLSA/SLSWA radio procedures complied with	Club Policies and directions of the Board complied with

8. Required Competencies

- Holds the SLSA Bronze Medallion, suitable Radio qualification preferred
 - Basic understanding of two-way radio practices
 - Understanding of budget compliance
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
 - Understanding of SLSWA and SLSA policies & regulations as applied to two-way radios
 - Understanding of the Club's constitution and policies
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