



MEMORANDUM

SURF LIFE SAVING SYDNEY NORTHERN BEACHES

BRANCH DUTY OFFICER EXPRESSION OF INTEREST

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| Document ID: | 202409-01 |
| Issue Date: | 3 rd September 2024 |
| Portfolio: | Lifesaving |
| Audience: | Active 18+ years members |
| Summary: | Calling for expressions of interest for Probationary Branch Duty Officers in 2024-25 season |

Surf Life Saving Sydney Northern Beaches is calling for Expressions of Interest to join the Sydney Northern Beaches Duty Officer Team. The Branch Duty Officers are responsible for the provision of support to lifesaving services at major incidents and as a command/control coordination entity for after-hours incidents. The Duty Officers primarily perform rostered duties during the patrol hours of the Surf Life Saving season.

Because of the nature of the service, applicants will need to be able to demonstrate a high level of lifesaving skills, surf awareness, experience, dedication and be calm under pressure.

All Probationary Duty Officers will be required to participate in an induction and training that will cover Duty Officer procedures.

MINIMUM QUALIFICATIONS

The minimum qualifications and experience required to become a Duty Officer for the SNB Branch include:

- Financial SLSA Member
- Minimum age 18 years
- Proficient in SLSA Bronze Medallion / Cert II
- Proficient in SLSA First Aid / HLTAID011
- Proficient in SLSA Advanced Resuscitation Techniques / HLTAID015
- Hold the SLSA Silver Medallion Beach Management award and SLSNSW Online Supplementary Learning for Patrol Captains, OR the SLSA Silver Medallion Patrol Captain (v2022) award.
- Hold a valid NSW Class C drivers license

In addition, it is desirable that they also have the following awards and experience:

- 5 years experience as a Patrol Captain (or other Emergency Management experience)
- IRB Crew Certificate - proficient
- Silver Medallion IRB Driver – proficient
- Experience in branch support operations, such as Surfcom or RWC operations

Appointment as a Branch Duty Officer requires a commitment to complete probationary activities, training programs and a willingness to undertake patrols as rostered, in addition to any existing Club commitments. Duty Officer patrols will be rostered as determined by the Director of Lifesaving (or his/her delegate) and frequency will be dependent on the number of endorsed Duty Officers available that season. Patrols are a full day in length and once appointed, new Duty Officers can expect to do 6-7 full day patrols per season.

APPLICATIONS

Expression of Interest should be in the form of a resume style application addressing the pre-requisites and outlining any other SLS commitments (paid and unpaid) the applicant has. The EOI also must include endorsement from the applicants' Club President or Club Captain (current or past).

Applicants who submit an EOI may be required to attend a face-to-face interview with the Support Operations Advisor and an appointed panel, as a part of the Branch application process. All applicants will be advised of the result of their application in writing.

Successful applicants will be on a 12-month probation that will include the following:

1. 4 full-day ride-along's with appropriately experienced Duty Officers, during the probationary period
2. Complete "Control a Level 1 Incident" training via SLSNSW
3. Complete NSW Government emergency management training courses as advised by SLSNSW

Final recommendation of appointment as a Branch Duty Officer will be at the discretion of the Support Operations Advisor and the Director of Lifesaving at the conclusion of the probationary period. Recommendations will then be forwarded to Surf Life Saving NSW for review before appointments are confirmed.

A full position description for Branch Duty Officers can be found in the [SLSNSW Standard Operating Procedure LS 9.3](#).

Expressions of Interest should be submitted online at [Branch Duty Officer EOI](#). A copy of your resume should be uploaded with your EOI. Applications close on **31st October 2024**.

Contact Belinda on Belinda@surflifesaving.net.au if you have any queries.