

Position Description



SAR Senior Base Crewperson

Role Summary

Role Title:	Senior Base Crewperson (SBC)
Department	Flight Operations - Search and Rescue
Location:	Touring - Broome, WA
Reporting to (Position Title):	SAR Manager, Head of Training & Checking, Base and Contract Manager as directed
Direct Report:	Base SAR Technical Crew

1. Role Purpose

The Senior Base Crewperson supervises on-base SAR Technical Crew members, including the training and checking as required by the company in accordance with the CASA regulations, to qualify and monitor the operating standards of all SAR Technical Crew.

2. Key Deliverables, Duties and Responsibilities

- Assist the SAR Manager with the supervision of SAR Technical Crew members
- Assist the HOTC to monitor standards and conduct training & checking of SAR Pilots, Winch Operators, Rescue Crew Persons and Clinical Crews
- Assist the Base and Contract Manager with the delivery of on-base SAR requirements
- Act in their primary function, as a Winch Operator/Rescue Crew Person when required
- Scheduling and assigning Technical Crew duties on-base
- Ensuring the validity, accuracy and distribution of SAR Technical Crew training record and currencies within the Air Maestro System
- Co-ordinating and recommending proposals to amend or change SAR techniques, practices and procedures;
- Advise on all SAR Technical Crew matters relating to progression, discipline and welfare, and
- Other associated SAR tasks as directed by the SAR Manager or BCM's from time to time.

3. Safety Accountabilities

- Supervise base SAR crew members activities to achieve Company Safety objectives while meeting SAR operational needs
- Ensure all aspects of the base SAR crew members activities comply with the Company Safety and Quality Policies as well as regulatory requirements, standards, policies and practices
- Report any hazards or occurrences and stop any unsafe work.
- Participate in safety activities and meetings.
- Following all established Safety and Quality policies and procedures.
- Be familiar with the Integrated Management System and its associated manuals such as the SMS Manual, HSE Manual and the Quality Manual.
- Knowledge of the Safety Case and Hazard / Risk Management Process.
- Responsible to maintain Controls that are described in the Safety Case and the Risk Module software application for which this position is responsible for.

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4. Experience and Qualifications Required

- Have at least 5 years' experience in All-Weather 24/7 SAR Technical Crew Operations
- Have at least 2 years' experience as an All-Weather 24/7 SAR Technical Crew Instructor/Examiner
- Minimum Flight Hours:
 - 2500 as Helicopter Technical Crew
 - 500 Flight Hours as All-Weather 24/7 SAR Technical Crew, and
 - 250 All-Weather 24/7 SAR Instructional flight hours.
- Previous NVIS instructional experience
- Previous All-Weather 24/7 SAR S92A/AW189/AW139 operating experience
- Previous Mission Management System, FLIR, AIS operating experience
- Previous supervisory/management experience
- Experience producing flying procedures and manuals
- Have, or ability to attain:
 - CASA C.A.O. 29.11 & 20.11 Training and Checking approval;
 - CASA Class 2 Aviation Medical;
 - TBOSIET including CA-EBS; and
 - Aeronautical Radio Operators Certificate.
- Ability to pass and maintain PHI SAR Technical Crew fitness test standard.

5. Knowledge, Skills and Attributes

- Proficiency in MS Office suite including Word, Excel, PowerPoint and Outlook
- Strong Crew Resource Management Skills
- Excellent time-management, task prioritisation and organisational skills
- Self-motivated and able to work autonomously, and
- Ability to build and maintain positive relationships with other staff, management, clients and suppliers.

6. Core Values

Safe, Efficient, Quality Service

Core values are the principles that continue to define the company culture and guide daily interaction and decision making. Each employee has a personal responsibility to recognize the behaviours that support these principles and put them into daily practice.

7. Incumbent Details & Approvals

Incumbent Name:	Manager Name:
Signature:	Signature:
Date:	Date: