



POSITION DESCRIPTION

Reports To:	General Manager – Lifesaving
Location:	Any SLSNZ main office (Auckland, Mt Maunganui, Gisborne, Wellington, Christchurch, Dunedin)
Position Status:	Full-time role, 40 hours per week. Some weekend and evening work is required.
Direct Reports:	SAR Support Officers x 3
Key Relationships:	SLS National SAR Working Group SLS Lifesaving Team All regional and national staff Search & Rescue Teams and members. SLSNZ Members NZSAR Committee and working Groups
Date Prepared:	December 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 80 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 of the SLS Paid Lifeguard Service (PLS) and SLS Search and Rescue (SAR) framework. Supporting the strategic priorities of SLS to improve the consistency & alignment of the PLS service & development of a SAR Framework where coordinators are engaged, and expectations are aligned. This role will ensure that both the PLS and SAR activities conducted within SLS will be best practice and sustainable for the long-term future of Surf Life Saving New Zealand.

KEY RESPONSIBILITIES

Leadership & Culture	<ul style="list-style-type: none"> • Lead, manage and support the SAR team to create a positive staff culture that has a strong member delivery centered ethos to deliver better outcomes for the membership. • Translate the strategic plan into the teams annual plan and subsequent individual objectives for direct reports • Conduct coaching, feedback and regular performance reviews with team members • Maintain effective communication on a day to day basis, providing support and direction as required. • Manage any poor performance or misconduct with support from GM People & Culture • Ensure the team is contributing positively to support the desired culture of SLSNZ • Be an advocate for Surf Life Saving in relevant forums and with stakeholders such as NZSAR & NZ Police, Local Government & other SAR partners. • Contribute to the leadership of SLSNZ at a national level • Maintain and enhance relationships with key stakeholders and funding agencies to ensure the overall sustainability of the SAR framework
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Paid Lifeguard Service

Employment Processes	<p>Support the Regional Lifesaving Manager with the delivery of the Paid Lifeguards Service including:</p> <ul style="list-style-type: none"> • Aligned recruitment processes. • Consistent pay rates, supervision and management levels • National Supervisor Induction • Consistent Reporting metrics • Work with the SLSNZ Education Team to ensure an effective process to enhance onboarding and training for the PLS is delivered
	<ul style="list-style-type: none"> • Support the GM of Lifesaving with the PLS Review 2024/25 and ensure the implementation of any recommendations
Regional Alignment	<ul style="list-style-type: none"> • Support Regional teams to ensure applications to Local Government to provide funding for paid lifeguard services are based on evidence generated from the coastal risk assessment.
National Equipment	<p>Support the regional staff to ensure the PLS service has access to equipment to enable the lifeguards to patrol effectively. This includes (but is not limited to):</p> <ul style="list-style-type: none"> • Sunblock, Wetsuits, Sunglasses, Towels

SAR Support, Coordination & Management	<ul style="list-style-type: none"> • Support & coordinate the National SAR Committee • Manage and monitor the delivery of the SLSNZ SAR Workplan • Ensure all SAR related policies and procedures are clearly written, regularly updated and appropriate for the SAR activities that are being undertaken. • Oversee with the SAR Staff the development and implementation of a consistent national training plan including the local & regional, internal and external SAR exercises which covers all response activities which SLS is involved in. • Work with the SLSNZ Education Team to develop and maintain the SLSNZ SAR Education framework for SAR Teams and members.
Relationship Management	<ul style="list-style-type: none"> • Play a key role in the development and co-ordination of the relationships, agreements and initiatives with common interest with other SAR and Emergency Service organisations (including

	but not limited to NZSAR, Police, Coastguard, St John, FENZ, LANSAR, NEMA, MNZ);
Data and Reporting	<ul style="list-style-type: none"> • Provide accurate and up to date reports quarterly to NZSAR Consultative Committees. • Develop a platform to showcase our rescue response data for Lifesaving and Search and Rescue. • Understand and report on key SAR lifesaving response data and trends. • Showcase key lifesaving data and trends for month and quarterly reporting.
Health, Safety and Welfare	<ul style="list-style-type: none"> • Solidify a strong Safety, Welfare and Risk Management culture within all SAR Squads & Paid Lifeguard Service, ensuring all activities or exercises follows SLSNZ health and safety practices.

SKILLS & QUALIFICATIONS

Essential

- A thorough understanding of SLSNZ;
- Knowledge of surf life saving Search and Rescue operations.
- Knowledge of surf life saving paid lifeguard service processes.
- Excellent relationship management skills;
- The ability to lead, coach, develop, support and positively influence others;
- The ability to listen and then communicate with impact and credibility;
- Experience in managing budgets and staff, some operating in remote locations;
- The ability to successfully manage multiple priorities and tasks;
- High level oral and written communication skills, including attention to detail.
- Project management experience and skills.
- An ability to develop and present content to a range of audiences.
- Strong time management skills
- Demonstrated capacity to develop strong internal and external stakeholder relationships.
- Able to take the initiative, prioritise competing work demands and meet deadlines.
- Integrity to work unsupervised.
- Passion to perform and contribute to SLSNZ.
- Strong networking and relationship-building skills.
- The ability to relate to people at all levels.
- Nonbiased approach towards any club or activity within SLSNZ.
- Broad base of knowledge and experience across charitable, not-for-profit, sporting or volunteer organisations.

PERSONAL ATTRIBUTES

Collaborative Team Player	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.
Professionalism	Impartial and professional approach towards all clubs or activities.
Organized	You'll impress with your methodical and systematic approach, time management, and organization skills.
Strong customer focus ethic	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.

Ability to work under pressure	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.
Can work in a team or alone	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.
Initiative and reliability	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.
Enthusiasm and Energy	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.
Integrity	Personal honesty and integrity are important to you; you demonstrate this through your work and attitude.
Team Player	You will be a valued member of the SLSNZ team, role-modeling our positive, desired organizational culture and values in all of your interactions.