

# ANNEXURE A

## JOB DESCRIPTION:

## SAFETY AND TRAINING OFFICER

### 1.1 Job Details

Department:	Safety and Training
Primary Work Location:	Regional locations for day-to-day work, Engaged from APF National Office, Underwood, Qld
Reports to:	CEO (formally) Safety and Training Manager (day-to-day)
Job status:	Employee Part-Time Permanent

### 1.2 Job Summary

The Safety and Training Officer is a member of the National Safety and Training team. Each member of the team is based in a region (area or state) covering the consolidated previous roles of Area Safety Officer (ASO), Area Instructor Examiner (AIE) and Display Rating Examiner (DRE). This position also has responsibility for the compliance, specifically auditing, of all operations.

The primary objective of the role is to contribute to the establishment and implementation of the APF's safety and training strategies by promoting best practice and ensuring parachuting activities in the region meet safety and training standards, and policy and regulatory requirements. This involves:

- Communicating and implementing the change initiatives needed for improvements in the field;
- Encouraging and generally supervising safe parachuting and regulatory compliance, which includes conducting audits and investigations; and
- Overseeing assessment panels, assessing candidates for ratings and administering assessments.

### 1.3 Immediate Challenges\*

- Quickly become an effective member of the Safety and Training team and developing the necessary working relationships in the field to support achievement of regional objectives.
- In conjunction with the Safety and Training Manager, develop/revise the necessary strategies and plans for achieving APF objectives.

\* *Immediate Challenges should only be considered relevant for a maximum 3 to 6 months from effective date and will be periodically reviewed.*

## 2. KEY FUNCTIONS AND ACCOUNTABILITIES

### 2.1 Technical / Operational

- Oversee the assessment of instructors (new candidates, endorsements and revalidations) in accordance with APF requirements, including:
  - Approving instructor courses, selecting assessment panels and confirming assignment to the Instructor Examiner on each panel;
  - Processing instructor training and assessment documentation by working closely with

- Chief Instructors, course conveners, APF administration staff and the Safety and Training Manager;
- Processing and managing Overseas Instructor rating conversion applications;
  - Participating in and monitoring instructor panels and the training and assessment of new instructors and endorsements;
  - With the permission of the Safety & Training Manager, imposing restrictions and/or additional requirements on candidates and/or ratings and endorsements.
- Conduct and administer assessments for Display ratings in accordance with APF requirements, including:
    - Display Organiser
    - Processing and monitoring Display pro application
    - Directly supervising the practical assessment for Display Open ratings
    - Confirming Display rating applicants meet requirements, including competence and recency for renewals.
  - Oversee and administer the national audit system in accordance with APF requirements, including:
    - Annual audits for all training organisations
    - Corporate audits as required
    - Ensuring full audit compliance for the fiscal year by end February each year.
  - Conduct investigations of and writing reports on parachuting incidents and fatalities as delegated by the Safety & Training Manager and in accordance with statutory and regulatory requirements. This includes:
    - Ensuring precautions are taken for the health and safety of those involved in dealing with the incident and the investigation;
    - Applying the standards and methodologies appropriate to the type of investigation;
    - Applying the necessary principals and techniques for identifying, collecting, recording and preserving evidence in a consistent manner;
    - Liaising and working closely with APF staff and members, personnel of ASTB, CASA, police and other emergency services, and other specialist advisors and experts.
  - Sit on the Technical & Safety Committee.

## **2.2 Human Resources and Organisational Capability**

- Promote a “just culture” based on learning rather than blame that involves a questioning attitude, resistance to complacency, commitment to excellence and fosters both personal accountability and organisational self-regulation.
- Establish and maintain effective and cooperative working relationships with the region’s Chief Instructors, Instructor Examiners, Display Organisers and other key contacts by:
  - Acting ethically and professionally at all times with honesty and integrity;
  - Demonstrating a ‘can do’ approach and treating others with courtesy, respect and a willingness to help;
  - Actively supporting the development of an industry culture of support,

professionalism and workplace harmony.

- Monitor safety, instructional and display activity in the region to identify opportunities for improvement [or breaches of standards]. This includes:
  - Attending drop zones to listen and observe, and conducting hazard identification and incident prevention programs;
  - Monitoring Display Organisers from other areas (who are currently in the incumbent's area) to ensure any specific local area requirements are met;
  - Verifying that jumpers and candidates have satisfied the prerequisites for their applications and met the conditions for issue of ratings, endorsements and appointments.
- Promote instructor training, education and continuous professional development to grow the pool of quality instructors and examiners, and maintain and improve their professionalism.
- Develop, conduct and participate in formal and informal learning and development processes and programs, including:
  - Providing guidance and advice on safety and training systems, processes, policies and procedures;
  - Acting as mentor and assisting in the training and development of safety, instructional and coaching staff;
  - DZ safety or toolbox meetings and other internal and external training and education sessions to encourage safe and compliant parachuting;
- Take responsible, unprejudiced and appropriate disciplinary action [on infringements] in accordance with APF requirements. This may include:
  - Issuing suspensions, restricting or varying privileges, or grounding equipment;
  - Recommending to the Safety & Training Manager the cancellation of a rating.
- Identify potential examiners and Safety and Training Officers and collaborate with the Safety and Training Manager on recruitment, selection and induction of safety, training and assessment staff.
- Maintain confidentiality and privacy as per policy, statutory and contractual requirements.

### **2.3 Internal Systems and Processes**

- Review incident reports from the region's Chief Instructors, DZSO's and Display Organisers to:
  - Assist in the identification of trends, hazards and opportunities to improve risk management
  - Identify further action necessary to ensure safety, regulatory and policy compliance (for reducing incidents and trauma and improving reporting).
- Participate in the analysis of serious incidents and investigations, including insurance matters, Coronal Inquests and other court and appeal processes.
- Ensure all documentation is completed in a timely, accurate and orderly manner and in accordance with APF reporting and document control standards. This includes:

- Maintaining a register of the region’s Instructor Examiners and Display Organisers
  - Maintaining a comprehensive log of all contacts, correspondence and actions
  - Attending regional Council meetings as required
  - Preparing and submitting reports on results of periodic audits of member organisations
  - Recommendations for change
  - Significant investigations and the drafting of fatality and incident reports
  - Actions taken against members
  - Administration of assessments, renewals and other APF rating and appointment documentation.
- Place or remove conditions on the use of a DZ or proposed DZ for safety reasons, including forbidding any or all operations at a site.
  - Contribute to the development and maintenance of safety and training standards, processes, procedures and documentation by working in partnership with APF national and regional safety personnel.
  - Oversee the assessment and appointment of coaches by working closely with Chief Instructors and highly experienced coaches in the various disciplines to ensure maintenance of standards and conformance with APF requirements.
  - Verify that applicants for Certificate Class F meet APF jump requirements.
  - Attend regular Technical and Safety Committee (TSC) and Safety and Training Officer meetings. Contribute to agendas.

#### **2.4 Customers**

- Contribute to the achievement of APF safety and training objectives by:
  - Influencing, advising and coaching Chief Instructors, Examiners, DZSO’s and other rating holders for continuous improvement;
  - Consulting with APF members whilst encouraging and reinforcing positive safe behaviour and involvement and adherence to APF policies and regulations.
  - Implementing safety risk management processes.
- Management and support of special projects as required
- Refer media and other external enquiries to authorised APF personnel.
- Contribute to APF Instructor News-Sheet and Broadcast.
- Involvement in APF National Conference and periodic Regional Conferences as directed by STM.

#### **2.5 Financial**

- Follow APF procedures for financial matters. This may include the provision of tax invoice/receipts for reimbursement for expenses, maintaining logs and documentation of activities and time spent.
- Contribute to the development of budgets covering the role’s activities.

### **3. RELATIONSHIPS**

This position has multiple working relationships, individually and in groups:

Position's Team Leader(s):	Safety and Training Manager
Team member of:	Safety and Training team
Direct reports:	CEO
Indirect reports:	Instructors, Examiners, DZSO's, DO's
Works in conjunction with:	National Office Managers, Other STO's, National Officers, Chief Instructors
Other internal contacts:	National Office Staff, Council Subcommittees, APF Clubs and Volunteers.
External contacts:	Police, Coroners, ATSB, CASA, Airservices Australia, customers and suppliers.

#### 4. PERFORMANCE CRITERIA

Success in this position will be measured by achievement of quality indicators or targets as appropriate. For example:

- Development and implementation of an approved regional safety and training plan and budget (contributing to the APF safety and training planning process and as part of the Operational Plan)
- Provision of accurate safety and training data and reports on time to the Safety and Training Manager
- Audit completion
- Maintenance of cooperative relationships with colleagues and members.
- Actions taken on customer feedback.

Success may also be measured by influence of incumbent on achievement of Board, regional or other APF personnel's targets. For example:

- Contribution to national safety and training plan, objectives or quality indicators.
- Support for achievement of the Safety and Training Manager's objectives or quality indicators.

Key Result Areas (KRAs) and targets chosen for performance measurement may appear in periodic performance review documentation.

#### 5. AUTHORISATIONS

- Approve expenditure to the limits determined by the Board and/or CEO.
- Occasional purchases for APF purposes up to an approved credit limit (conditional upon provision of tax invoices/receipts and as per APF policy).
- Project authorisations may also apply, as per specific project documentation.

#### 6. ADDITIONAL JOB REQUIREMENTS

##### 6.1 Physical and psychological demands

- The APF recognises that employees/volunteers require the ability to meet the physical and psychological demands of their jobs and working environment for them to perform

their duties in a safe and efficient manner.

- Further to the above, this role requires critical interpersonal and coping skills necessary for dealing with serious trauma and fatalities (including bereaved families and friends).
- Employees/volunteers must also manage responsibly their fitness and activities outside of work/volunteering so as to ensure as far as reasonable and practicable that they are able to present themselves fit for work/volunteering when required or arranged.
- These demands are further described in the Person Specification.

## **6.2 Travel**

- Attendance required at Technical Committee meetings and other meetings, conferences and forums, as directed by the CEO or Board of Directors.
- Attendance required at accident and serious injury sites as delegated by the Safety & Training Manager.
- Regular travel by motor vehicle or air to drop zones, including multiple overnight stays away from home (may involve long distances).
- Regular occasional travel from home to/from or APF National Office (usually by air; possibly by road)

## **6.3 Flexible working hours**

- Must be willing to lend experience and skills to colleagues and APF employees/volunteers at other drop zones and in other regions as required
- Must be readily contactable at short notice, particularly in the event of serious injuries and fatalities.
- Must be available after-hours for investigations, appointments and attendance at accident sites, conferences, meetings and functions.
- Must be cognisant of variable Australian time zones which may require work at unusual times.

## **6.4 Continuous education**

- Must be willing to develop and extend knowledge and skills, either through APF or external courses.