

Australasian Rescue Organisation (ARO)

Role Description – Technical Officer Rescue

The role of the Technical Officer Rescue is to assist the Australasian Rescue Organisation (ARO) in the development, implementation, and strategic direction of technical functions for the organisation.

Objective

Assist the organisation with technical advice, support, and direction to deliver on its strategic priorities across all facets of rescue, in line with the organisation's policies, procedures, governance framework, and industry expectations.

Roles and Responsibilities

1. Ensure the organisation is working towards the mission and vision of the strategic plan and core principles of the organisation;
2. Maintain an effective, positive, modern, forward-thinking outlook to support the Executive Committee to the growth and development of the organisation through implemented policies and procedures, the Rules of Association, and modern governance;
3. Provide leadership, support, and guidance to the Executive Committee to ensure that the purposes of the organisation are met, a high standard of management and that the Committee and Technical Committees are performing their duties in accordance with the Rules of Association;
4. Support the Challenge Coordinators as Deputy Chair of the Technical Committees;
5. Support the development and coordination of technical scenarios, exercises and presentations for challenges, events, and opportunities on behalf of the organisation and the technical committees;
6. Manage the technical aspects of the organisation's challenges and events, from concept to completion to ensure project goals, plans, budgets, and timelines are met;
7. Lead, conduct research and make recommendations for the technical specialists on ways to improve technical processes and documentation in line with industry trends and advancements;
8. Ensure that sufficient duty of care is taken in the management and rollout of challenges and events in consultation with the Challenge Coordinators;
9. Build and maintain partnerships that strengthen the organisation's delivery and support of technical rescue best practice, working with agencies, public and private organisations, and industry groups within the region;
10. Implement resolutions of the organisation and report on progress of action taken;
11. As a leader, represent the organisation in an appropriate professional and positive manner in the respective situation;
12. Be unbiased and impartial, give clear directions and set an example for others to follow.
13. Other related duties as required; and
14. Must be eligible for appointment as a Company officer in accordance with ASIC provisions.
- 15. Risk and Safety**
 - a. Maintain a working knowledge of workplace health and safety (WHS) relevant to ARO activities.
 - b. Actively take part and champion WHS in all ARO activities
 - c. Promptly report all workplace hazards and incidents / accidents to the Executive Committee of ARO.
 - d. Comply with safety, health and environment statutory requirements.
 - e. Ensure compliance oversight of all Challenges and ARO delivered agency sponsored events on behalf of ARO engaging and supporting Host agencies where required.

Knowledge and Experience

1. Proven work experience in a technical rescue or similar role (e.g., medical, road crash, water rescue), including but not limited to, relevant training and / or certifications as a Technical Officer Rescue;
2. Financial and operational knowledge of various industries, ideally within emergency management;

3. Experience to undertake a leadership role in a not-for-profit, membership / volunteer-based organisation, including a good understanding of financial statements, administration needs and the ability to speak in public;
4. Thorough knowledge of the laws and legislation relating to non-profit organisations, legal requirements of the organisation, current issues, the Rules of Association, and that these requirements are met;
5. Strong analytical, decision-making, and problem-solving skills;
6. Excellent management, interpersonal, mediation, and communication skills to provide leadership, motivation, and organisation direction / focus in a courteous and effective manner;
7. Ability to lead and support a diverse and high performing technical team.

Desirable Attributes

1. Strategic and forward thinking, financial literacy and expertise;
2. Ability to maintain accurate records;
3. Good organisational, delegation, project management, and communication skills;
4. Ability to develop and maintain good harmonious relationships and work collaboratively with key stakeholders;
5. Ability to raise concerns with the Committee where they arise;
6. Honest / trustworthy, transparent, professional, and accountable;
7. Computer Skills; and
8. Professional membership of the AICD.

Reports to

- President; and
- Members of the Executive Committee

Direct Reports

- Challenge Coordinators;
- Technical Leads;
- A dotted line to the Technical Specialists.

Time Commitment and Tenure

- Approximately 15-20 hours per month, with an increased tempo during periods of in the lead up and during significant activities and events;
- Attendance at Executive and Technical committee meetings, challenges, exercises, and events; and
- The position is filled at the Annual General Meeting and held for 2 years.

Expenses

- Should be none, but any out-of-pocket expenses, pre-approved by the Executive Committee, will be reimbursed.