



VMRWA Regional Commander POSITION DESCRIPTION

Position Identification

Title: Regional Commander
Functional Area: VMRWA Management Committee

The Position of Regional Commander with VMRWA is a management committee position with the role of voicing the needs and requirements of the member groups within a specific geographic region of Western Australia.

Position Objective

There are two main objectives for individuals who hold this position title:

1. To liaise with and understand the needs and requirements of the member groups within the region they represent and to provide proactive assistance to those groups as needed.
2. To be a proactive member of the VMRWA Management Committee working towards the continual improvement and objectives of the Association.

Attributes

The following competencies are required for this position:

Vision & Leadership	<ul style="list-style-type: none">• To be committed to the vision, mission and values of the Association.• To be involved in the development and implementation of strategic plans for the Association.• To keep up to date with the activities of the association and the wider issues that affects its objectives.
Communication	<ul style="list-style-type: none">• To be a good communicator at all levels in the Association and the community.
Team Work	<ul style="list-style-type: none">• To be committed team player.• Have the ability to take the lead as required.
Problem Solving	<ul style="list-style-type: none">• Have the ability to listen, understand and assess the needs of members and the association.• Have the ability to be proactive in putting forward suggestions for continual improvement and problem solving.
Self Management	<ul style="list-style-type: none">• To be self motivated• Able to plan workloads to meet deadlines while ensuring good volunteer-life balance.
Planning & Organising	<ul style="list-style-type: none">• Ability to determine work programs that will meet the objectives of the Association.• Ability to prioritise member, association & state priorities

Technology	<ul style="list-style-type: none"> • To have an understanding of the equipment, tools and technology used in Marine rescue. • To have basic computing skills in being able to deal with email and teleconferencing.
Learning	<ul style="list-style-type: none"> • Ability and enthusiasm for learning new things.
Initiative & Enterprise	<ul style="list-style-type: none"> • Not afraid to put forward new ideas that work towards achieving the goals of the Association and its members.

Key Performance Objectives

Outputs	Key Performance Indicator
Maintain regular contact with member groups within their regional area.	<ul style="list-style-type: none"> • Member groups know who their regional commander is and understand their role. • Periodic visits to groups are conducted. • Periodic reports provided to VMRWA on each group, their issues, needs and achievements. • Keeping up to date with local current trends, regulations and other information to assist member groups. • Assist in the resolution of any issues that member groups may have wherever possible.
Active participation at VMRWA Committee Meetings	<ul style="list-style-type: none"> • Presence at meetings, whether teleconferencing or face to face. • Being prepared to take on small projects and see them through to completion. • Preparing and researching agenda items where issues need to be addressed. • Being prepared to chair or participate in sub-committees as needed.
Active participation at FESA VMRS Consultative Committee Meetings	<ul style="list-style-type: none"> • Presence to CC meetings whether teleconferencing or face to face. • Preparing and researching agenda items where issues need to be addressed at a State FESA Governmental level. • Participation in discussions. • Being prepared to chair or participate in sub-committees as needed.
Active participation in sub-committees	<ul style="list-style-type: none"> • Chairing or participating in sub-committees • Working towards completion of sub-committee objectives
Maintain good working relationship with FESA VMRS team	<ul style="list-style-type: none"> • Liaise with FESA VMRS on any issues which groups may have that FESA VMRS has a responsibility for. • Visit member groups with FESA VMRS personnel whenever possible.

Take a proactive approach to all aspects of Volunteer Marine Rescue

- Keep up to date with developing technologies, techniques and skills within the sphere of Volunteer Marine Rescue.
- Where new capabilities are emerging bring these to the awareness of VMRWA, FESA VMRS and regional groups.
- Always looking for continual improvement opportunities.

Person Specification

For this role, VMRWA looks for the following Skills, Knowledge & Experience, and personal attributes:

Skills:

- Good organisational skills
- Excellent communication and networking skills
- Ability to research and provide feedback
- Basic computer skills
- Ability to work alone and as part of a small but dynamic team
- Ability to manage difficulties to achieve positive outcomes

Knowledge & Experience:

- Good knowledge and experience with Volunteer Marine Rescue operations both on a local and state level
- Having played an active role within a member group, the individual will have a reasonable level of understanding of the needs of member groups in their region.

Personal Attributes:

- Ability to prioritise
- Flexible approach to the role
- Happy disposition
- Natural ability to treat people with empathy, respect and trust
- Firm polite persistence coupled with patience
- Time to effectively fulfil the role
- Confidentiality on all matters relating to group activities/issues

Organisational Relationship / Authority

Organisational Relationships

Internal Contacts: Regional Member Groups
VMRWA Committee Members

External Contacts: FESA VMRS Team
FESA Consultative Committee Members
Other external contacts as delegated by the VMRWA Committee

Organisational Authority

Decisions made in the position: Decisions in relation to support for regional groups at a local level.
Decisions as delegated by the VMRWA Committee.

Decisions referred: Decisions requiring input by VMRWA Committee should be referred to the committee.
Decisions requiring input by FESA VMRS should be referred to FESA VMRS or the FESA VMRS Consultative Committee.

Occupational Health and Safety

Individuals are responsible and accountable for:

- Compliance with policies and procedures for risk identification, risk assessment and risk control.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- Correct utilisation of appropriate personal protective equipment.

General Responsibilities

In addition to the above, the regional commander will need to gain a working knowledge on the following systems to be able to provide support to their regional groups:

- FESA VMRS Capital Grants Procedures and Forms
- FESA VMRS Operational Funding Procedures and Reporting Requirements
- Risk and Needs Analysis Processes
- SWOT Analysis Processes (Strengths, Weaknesses, Opportunities, Threats)
- Training Systems
- VMRWA Policies, Procedures and Forms

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by persons in this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and skills required of persons assigned to the role.