



VMRWA Vice-Commander POSITION DESCRIPTION

Position Identification

Title: Vice-Commander
Functional Area: VMRWA Management Committee

The Position of Vice-Commander with VMRWA is a management committee position providing a deputy role to the commander in supporting the vision, purpose and strategic plans of the association.

Position Objective

There main objectives for individuals who hold this position title:

1. To support the commander in their role
2. To deputise for the commander when required to do so.
3. To promote the interests of the Association and its members.
4. Represent the Association at local, state and national level as required by the association from time to time.

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 provide leadership 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"> • Proactive in putting forward new ideas that work towards achieving the goals of the Association and its members.

Key Performance Objectives

Outputs	Key Performance Indicator
Strategic Management of the Association	<ul style="list-style-type: none"> • Supporting the management committee and commander in the achievement of the strategic management of the association. <ul style="list-style-type: none"> ✓ A strategic Plan exists that is current and focussed on the member needs and the future direction of the association. ✓ The management committee is focussed on meeting the programs that support the strategic plan. ✓ Reporting against the strategic plan demonstrates achievement against objectives and programs.
Key Government Networking and Liaison	<ul style="list-style-type: none"> • Supporting the Association Commander in <ul style="list-style-type: none"> ✓ Maintaining contacts with key State Departmental authorities which interact with Volunteer Marine Rescue. ✓ Attending meetings with FESA CEO and the relevant Minister as required.
Participation in VMRWA Committee Meetings	<ul style="list-style-type: none"> • Chairing Management Committee Meetings in the absence of the Commander. • Ensure matters are dealt with in an orderly, efficient manner. • Bring impartiality and objectivity to meetings and decision-making. • 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.
Maintain regular contact with member groups.	<ul style="list-style-type: none"> • Periodic visits to groups are conducted. • 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.
Take a proactive approach to all aspects of Volunteer Marine Rescue	<ul style="list-style-type: none"> • 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:

- Strong leadership skills
- Good organisational skills
- Excellent communication and networking skills
- Ability to research and provide feedback
- Basic computer skills
- Ability to work 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.
- Experience of organisational and people management.
- Having played an active role within a member group, the individual will have a reasonable level of understanding of Volunteer Marine Rescue.
- A level of understanding of the needs of member groups in the state.

Personal Attributes:

- Ability to prioritise
- Flexible approach to the role
- Happy disposition
- Natural ability to treat people with empathy, respect and trust
- Tact and diplomacy
- 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:	VMRWA Committee Members VMRWA Association Members
External Contacts:	FESA VMRS Team FESA Consultative Committee Members FESA CEO Other external contacts as agreed by the VMRWA Committee

Organisational Authority

Decisions made in the position: Decisions as agreed 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 vice commander will need to gain a working knowledge on the following to be able to provide support and guidance to the management committee and its members:

- All FESA VMRS Policies and Procedures
- Future directions intended for Volunteer Marine Rescue by State and Federal legislative authorities.
- All VMRWA Policies, Procedures and Rules of Association.

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.