



International Civil Aviation Organization

**Third Meeting of the Asia/Pacific Regional Search and Rescue Task Force
(APSAR/TF/3)**

Maldives, 25 – 29 January 2015

Agenda Item 5: Asia/Pacific Regional SAR Plan

JOB DESCRIPTION TEMPLATE

(Presented by Sri Lanka)

SUMMARY

This paper presents with the intention of deliberating and developing a **Job Description Template** with regard to **SAR Manager** or **SAR Coordinator** or **ARCC Chief** as appropriate in service provider environment by this forum and incorporate into the Asia and Pacific Regional SAR Plan and/or IAMSAR manual Vol. 1 as an Appendix.

1. INTRODUCTION

1.1 In view of standardizing or harmonizing responsibilities and accountabilities of key “SAR personnel responsible for managing the Aeronautical/Maritime SAR environment” in Asia and Pacific region presenting this working paper in to the forum to develop a template which be included in IAMSAR Manual as a guidance.

2. DISCUSSION

3.1 The Task Force is Deliberate and finalize the TEMPLATE

3. ACTION BY THE MEETING

3.1 The meeting is invited to discuss the working paper contained herein and finalized the JOB DESCRIPTION TEMPLATE, which may be incorporated in to the Asia and Pacific Regional SAR Plan and/or IAMSAR Manual as an appendix for guidance by the respective Asia and Pacific states in future.

JOB DESCRIPTION

SAR Manager/Coordinator/RCC Chief (ARCC/MRCC/JRCC) – SERVICE PROVIDER

(Senior Air Traffic Controller – Safety & Search and Rescue)

JOB TITLE (SERVICE PROVIDER)	(SAR Manager/SAR Coordinator/RCC Chief) Senior Air Traffic Controller (Safety & Search and Rescue)		
Position Number	TBA	Office/Location	XXXXXXXX/XXXXXXXX
Division & Organization	XXXXXXXXXX XXXXXXXXXX	Report to	XXXXXXXXXXXXXXXX
Classification	Senior Air traffic Controller/XXXXXXXXXX	On-going/Non-ongoing	On-going

Job Purpose:

Search and Rescue (Aeronautical):

Manage the establishment, maintenance, operation and applying risk management principals to assess SAR response and SAR system performance of aeronautical search and rescue (SAR) services within the xxxxxxxx Search and Rescue Region (xxxxxxx SRR) in collaboration, cooperation and coordination with local and international SAR agencies, both civil and military, and related agencies which support delivery of SAR services.

Duties and Responsibilities:

Search and Rescue (Aeronautical):

1. Lead the management and ongoing improvement of the xxxxxxxx (state) civil aeronautical SAR service in accordance with Annex 12 to the Convention on International Civil Aviation, the guidelines of the ICAO/IMO International Aeronautical and Maritime SAR (IAMSAR) Manual and other relevant documents.

2. Develop and lead the continuous improvement of the “National Search and Rescue Plan – xxxxxxxx (state)” in close collaboration and cooperation with Civil Aviation Authority of xxxxxxxx (state), xxxxxxxx (state) Navy (MRCC), other relevant civil and military Government Authorities and relevant supporting industry organizations.

3. Manage the ongoing Provision, implementation, establishment, continuous development and improvement of the Aeronautical Rescue Coordination Center of xxxxxxxx (Name/city), xxxxxx (state) and associated Aeronautical Rescue Sub Center (ARSC) if any, to enable the provision of search and rescue services as per standards and recommended practices of Annex 12- Search and Rescue to the convention on International Civil Aviation.

4. When necessary, perform the role of SAR Mission Coordinator (SMC) responsible for the coordination of aeronautical SAR response by the xxxxxxxx (name of ARCC) within the xxxxxxxx (Name) Search and Rescue Region, or cooperatively with neighboring International RCCs across SRR boundaries where appropriate. Supervise the xxxxxxxx (name of ARCC) SAR response operations and coordination of in accordance with published SAR procedures and arrangements. Coordinate aeronautical expertise/support to the xxxxxxxx (name of MRCC) MRCC as required for maritime SAR responses.

5. Manage/supervise and lead a team of officers to ensure the ARCC-Colombo’s ongoing readiness for SAR operations, including;

a). Development of ARCC qualified staff to enable availability of a sufficient number of SMC’s and SAR coordination support staff to be deployed at the Colombo ARCC/ARSC when coordinating SAR operations.

b). Arrangement of SAR coordination training and assessment for officers in SAR team deployed at the ARCC or ARSC. Set appropriate proficiency standards and provide appropriate remedial training where necessary.

c). Oversight the maintenance of overall team performance and arrange CRM training for competency enhancement when required.

d). Ensure the physical readiness of the ARCC, inclusive of its equipment, documentation, systems and communication capability.

e). Facilitate the personal development of officers under supervision.

f). Plan and establish an operational liaison mechanism with partner SAR agencies including relevant xxxxxxxx (name/s of the MRCCs) MRCC/s and associated civil military SAR support services.

g). Develop and implement an ARCC contingency plan to ensure the aeronautical SAR services can be maintained uninterrupted should the primary ARCC facility unavailable.

h). Manage or conduct other activities and projects in support of operational readiness of the ARCC and ARSC (If any) facility or as assigned.

6. Plan design and conduct Sri Lankan aeronautical search and rescue exercises/SAREX program in collaboration with relevant aeronautical and maritime authorities/agencies. Participate in overseas and local SAR exercises (SAREX) regularly, to familiarize with newest SAR developments (SAR techniques/procedures, advanced SAR tools and equipment introduced in to ARCC/ARSC facilities, competency enhancement, sharing of expertise, greater harmonization between respective SAR agencies etc.) and consequently to develop/improve xxxxxxxs (states name) local aeronautical SAR infrastructure and SAREX programs.

7. Develop and maintain close cooperative and collaborative relationships with neighbouring Rescue Coordination Centers (RCC's) including the establishment and/or on-going maintenance of SAR working arrangement's /agreements.

8. Actively participate in appropriate Global and Asia Pacific Regional SAR forums/Meetings of relevance to the ongoing development of xxxxxx (states name) aeronautical SAR service and building of cooperative regional SAR relationships, particularly with adjacent states.

Prerequisites/Qualifications:

Having extensive experience in aeronautical environment with regard to air traffic management and possessing considerable exposure in relation to Aeronautical Safety, based on ICAO Annex 19- Safety and ICAO Doc 9859 (ICAO Safety Management Systems).

Having exposure with regard to the "Safety Audit of Air Traffic Services – ICAO Annex 11" and accumulating considerable experience participating in aeronautical safety audit committees and safety oversight programs.

Having exposure and expertise in Aircraft Accident Investigation – ICAO Annex 13 and participating in to related decision making meetings with regard to Asia and Pacific Region.

Relevant qualifications and extensive experience in the aeronautical air traffic management environment and aeronautical search and rescue coordination and cooperation efforts combined with familiarity in aircraft performance, good knowledge in rules and regulations applicable to aeronautical search and rescue SARPS of ICAO Annex 12- Search and Rescue, International Aeronautical & Maritime Search and Rescue Manual- ICAO Doc 9731 Volume 1,2 & 3 (IAMSAR Manual) and other related SAR guidance material.

Demonstrated minimum of two years fully competent performance as a Search and Rescue Mission Coordinator (SMC) having successfully completed this qualification during an accredited "Aeronautical SAR Operations/SMC" course.

Demonstrated commitment to the principles of work place diversity, occupational Health and Safety and participative management.

Required Capabilities:

- **Deciding and Initiating Action:**
Deciding, taking responsibility, taking calculated risks, taking initiative and generating activity.
- **Leading and supervising:**
Setting direction and standards, delegating, motivating, empowering, developing others and recruiting talent
- **Persuading and Influencing:**
Making an impact, gaining agreement, negotiating, persuading, convincing, promoting ideas and managing conflict
- **Applying Expertise and Technology:**
Applying, developing and sharing specialist and detailed technical expertise, understanding other organizational disciplines and behaviors.
- **Planning and Organizing:**
Setting objectives, planning, establishing contingencies, managing time, resources and people and monitoring progress
- **Delivering Results and Meeting Customer Expectations:**
Focusing on customer needs and satisfaction, setting high quality and quantity standards, working systematically and achieving project goals.
- **Coping with Pressures and Setbacks:**
Coping with pressure, keeping emotions under control, balancing work and personal life, keeping optimistic and handling criticism.

Approved by:	
Date Approved:	
Reviewed:	