

Position Title	Boating and Dive Officer
Group/Portfolio	Griffith Sciences
Classification	HEW 7
Position Number	00054688
Reports To	Senior Technical Manager
Employment Type	Continuing

1.0 Position Purpose

The Boating and Dive Officer (BDO) will provide expert level advice and specialist technical support for teaching and research related fieldwork activities primarily within the Griffith Sciences Academic Group, but also across the broader University.

Provision of advice is required for assisting in the planning, reviewing, and managing of terrestrial, boating, diving, and other aquatic operations, whilst incorporating sound risk management and ensuring compliance with relevant legislation, codes of practice, policies, and procedures.

Specialist technical support involves the maintenance and upkeep of Griffith Science's watercraft, verification of competencies of land- and water-based activities, and training and certification of scientific divers.

The position is based at Griffith University's Gold Coast Campus, however it does involve travel to other campuses in addition to occasional overnight/multi-day trips to support fieldwork activities.

2.0 Eligibility Requirements

- The occupant of this position will have a relevant degree qualification and extensive practical experience (5+ years), or extensive experience and management expertise in a technical field or an equivalent combination of relevant experience and/or education/training.
- Boating Qualifications:
 - Minimum: Qld Recreational Boating Licence
 - Preferred: Coxswain Grade 1 Near Coastal
- Diving Qualifications:
 - Minimum: Certified as occupational SCUBA diver in accordance with AS 2815.1:2021
 - Preferred: Certified as occupational SCUBA dive supervisor in accordance with AS 2815.5:2013
- First Aid Qualifications (in accordance with AS/NZS 2299.1)

- Minimum: HLTAID011 Provide First Aid
- Minimum: HLTAID015 Provide Advanced Resuscitation and Oxygen Therapy
- Ability to maintain current “Diver Medical Fitness” certificate (or equivalent in accordance with AS/NZS 2299.1)
- Teaching Qualifications:
 - Preferred: TAE 40122 - Certificate IV in Training and Assessment

3.0 Key Responsibilities

- Maintain a strong client focus using effective communication across a broad clientele base – both internal and external
- Review, advise, and manage risks across all aspects of fieldwork activities such as terrestrial, boating, and diving
- Induct, train, assess competency, and certify (where necessary) personnel across fieldwork activities
- Manage planned preventative maintenance schedules for fieldwork assets, and ensure legislative/regulatory compliance of same
- Maintain safety management system documentation, e.g., guidelines, manuals, procedures, SOPs, risk assessments in accordance with industry best practice and legislative/regulatory requirements
- Provide direct operational support of teaching and research related fieldwork, including overnight/multi-day trips
- Manage Sciences’ Building Emergency Control Organisations
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health and safety and exhibit good practice in relation to same.
- Lead and promote compliance with relevant legislation and University policies and procedures, including research ethics, equity and health & safety, laboratory standards and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University’s Code of Conduct, and behave, act, and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates’ success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).