

## POSITION DESCRIPTION

<b>Title:</b>	National Coordinator Safer Walking Programme
<b>Relationships:</b>	Reporting to Group Support Manager Relationships with Group Support Officers, and Business Administration.  Key external stakeholder relationships are LandSAR Groups, NZSAR and Stakeholder Reference Group entities. Responsible for: Nil
<b>Location:</b>	Working from home and around New Zealand as required.
<b>Review date:</b>	Performance Review to be completed each May (or earlier as required).
<b>Total Remuneration:</b>	The Employee's total remuneration package shall be \$TBC per annum, which shall be paid monthly into a bank account nominated by the Employee.
<b>Benefit:</b>	Salary paid monthly, computer and phone.

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### Job Purpose:

The National Coordinator Safer Walking Program is responsible for provision of the leadership and coordination for the ongoing implementation of the Safer Walking Partnership Framework across all Stakeholder Reference Group entities. The role includes liaising and supporting LandSAR groups with the implementation of the Safer Walking Partnership Framework. The National Coordinator Safer Walking Programme is responsible for the ongoing identification and assessment of new technologies, that might have application for reducing the search and rescue risk for vulnerable people.

The National Coordinator Safer Walking Programme will work to achieve the goals as outlined in the NZSAR Service Level Agreement and LandSAR business plans so that it enhances LandSAR's mission of providing services to the lost, missing and injured. Working with the Group Support Manager and Group Support Officers will also capitalise on supporting the LandSAR Groups throughout New Zealand

This role is both home and field-based and could require extensive travel by road and other means. Travel and field safety issues will require health and safety management.

Key Accountability/Tasks	Key Performance Indicators
<p><b>Provision of leadership and coordination of the Safer Walking Framework</b></p> <ol style="list-style-type: none"> <li>Assist NZSAR in the establishment of a national network of entities to effect the implementation of the Framework.</li> <li>Provision of ongoing support and advice to the national network of entities to affect the ongoing implementation of the Framework</li> <li>To facilitate the annual meeting of the National Stakeholder Reference Group</li> <li>To facilitate Ten regional sad-for walking stakeholder reference groups</li> <li>To provide an annual report to NZSAR on the New Zealand wide capability to respond to Wander SAR events</li> </ol>	<ul style="list-style-type: none"> <li>Nationally provide cross organisational governance</li> <li>Articulate the roles of each organisation within the Safer Walking Stakeholder Reference Group.</li> <li>Liaise with national / regional organisations dealing with people living with cognitive disorders, to promote the Safer Walking Framework.</li> <li>Ensuring strong relationships with all key stakeholders.</li> <li>Ten regional meetings based on Police districts (three Auckland combined)</li> <li>Develop and grow the network across New Zealand to have full coverage.</li> <li>Annual report to highlight any risk areas and planned risk mitigation activities as they relate to the Wander SAR response</li> </ul>
<p><b>Provision of Wander SAR equipment and services</b></p> <ol style="list-style-type: none"> <li>To de-risk the current supply chain and ensure the continued supply of Wander SAR equipment</li> <li>To conduct an agreed research project to affect the outcome of ensuring a continued supply of Wander SAR equipment</li> <li>To prepare and implement a Wander SAR procurement plan.</li> </ol>	<ul style="list-style-type: none"> <li>Project outcomes, timescales are met or amended in consultation with the NZSAR and the budget is adhered to.</li> <li>To monitor and analyse technological developments and determine their applicability and benefits for the Safer Walking Programme. Develop a full understanding of current trends and patterns within the Wander sector and ensure the dissemination of that information to relevant parties.</li> <li>Procurement plan outcomes, timescales are met or amended in consultation with NZSAR and the budget is adhered to.</li> </ul>
<p><b>Support LandSAR groups involved in Wander SAR</b></p> <ol style="list-style-type: none"> <li>Recognise volunteer input and assist in general funding.</li> <li>Liaison with groups managing the program throughout NZ to provide support, co-operation, and the development of best practice to facilitate national guidelines and standards.</li> <li>Ensure that LandSAR groups have good and positive public profile. Assist groups to liaise with media organisations within their own areas.</li> </ol>	<ul style="list-style-type: none"> <li>Work with other Group Support Officers and Group Support Manager to support groups achieve LandSAR mission</li> <li>Ensuring all groups using WanderSearch come under the Safer Walking Framework and assisting them with that transition.</li> <li>Assisting groups to liaise with Safer Walking Stakeholder Reference Group organisations within their own areas.</li> </ul>

<p><b>Projects (general):</b></p> <ul style="list-style-type: none"> <li>▪ To undertake projects as required by LandSAR from time to time to meet identified needs.</li> </ul>	<p>Undertake projects as required:</p> <ul style="list-style-type: none"> <li>• Project plans are developed and monitored.</li> <li>• Project timescales are met or amended in consultation with the client, and the budget is adhered to.</li> </ul>
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**NB: Specific performance objectives will be set, discussed and agreed with the incumbent annually in line with the business strategic planning process. These will reflect priorities and will complement this position description's key accountabilities. During the year regular reviews of these objectives will be scheduled to ensure they remain in line with LandSAR direction.**

**Person Specifications:**

- Tertiary qualification in project /business management – (or equivalent skills, knowledge and attributes).
- Able to plan and manage projects to a successful conclusion.
- Effective written and verbal communication skills.
- Sound organisation and planning skills.
- Ability to plan and prioritise a number of tasks to meet organisational deadlines.
- Ability to relate to volunteers, contractors and external stakeholders at an appropriate level.
- Demonstrated self-motivation, persistence and the ability to proactively manage own stress levels.
- Committed to the vision, goals and objectives of LandSAR.