

## Appendix 1: Chief Training Officer

<b>Position:</b>	Chief Training Officer (CTO)
<b>Responsible To:</b>	Club President or Executive and Branch Director of Education
<b>Responsible For:</b>	TAFs and other Club Education personnel
<b>Purpose Statement:</b>	To ensure that Club education meets local lifesaving needs, is of a high and consistent standard and is compliant with Surf Life Saving / RTO policies and procedures.
<b>Delegations:</b>	Recommend to Executive any purchases required for training and education of members.
<p><b>Key Areas of Responsibility:</b></p> <p>Note that some responsibilities can be delegated to an appropriate person (i.e. through role sharing/ developing an Education Team). The Director of Education must be informed of any delegations.</p>	
<p><b>Continuous Improvement:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate a commitment to continuous improvement.</li> <li>• Understand and follow all education policies and procedures as outlined in the <b>Academy Volunteer Handbook</b>.</li> <li>• Conduct regular meetings with TAFs and ensure that any improvement requests are discussed. Ensure <b>Education Meeting Notes</b> are forwarded to Branch Director of Education.</li> </ul> <p><b>Club Education Management</b></p> <ul style="list-style-type: none"> <li>• Ensure that the Club Education structure meets the needs of the Club.</li> <li>• Work with Club President, Club TAFs and Branch Director of Education to develop a Club Education Development Plan using outcomes from the Club sustainability process, Educheck process and any other relevant local, state or national information.</li> <li>• Develop and co-ordinate the Club Education Calendar in consultation with the Club Captain to ensure that minimum patrol requirements are met.</li> <li>• Complete the Club Educheck on an annual basis and ensure that recommendations from the process are implemented.</li> <li>• Ensure Club attendance and participation at Branch Education Meetings.</li> <li>• Identify members with the potential to take on the Chief Training Officer role in the future and provide them with experiences to help build their knowledge, skills and confidence.</li> </ul> <p><b>Education &amp; Training Team</b></p> <ul style="list-style-type: none"> <li>• Ensure there are sufficient TAFs to deliver required courses to meet the Club's minimum patrol requirements.</li> <li>• Promote TAF roles within the Club and work with the Branch Director of Education to support them through the endorsement process.</li> <li>• Ensure that all TAFs are provided with the opportunity to train and assess according to their TAF awards to support the re-endorsement process.</li> <li>• Encourage TAFs to participate in the delivery and assessment of advanced awards.</li> </ul>	

- Identify and recommend potential Mentors to, assist with Club education to, the Branch Director of Education.
- Ensure that Trainers and Assessors are inducted into their role through the mentoring process.
- Conduct TAF Reviews on endorsed TAFs to support their ongoing professional development.

### **Club Education**

- Co-ordinate the delivery and assessment of Club courses as required, ensuring that the most current forms and training and assessment resources have been used.
- Provide feedback on any resources to Branch Director of Education.
- Share ideas for creative delivery methods with other TAFs and at Branch Education Meetings.
- Inform the Branch Director of Education of planned training and assessments so that probationary and/or additional TAFs can be allocated if practical/necessary.
- Promote and encourage participation in advanced awards in line with Club Development Plan.
- Work with the Branch Director of Education to co-ordinate and deliver upgrades as required.
- Work with the Branch Director of Education to enrol Club members in to Branch delivered courses.
- Work with the Club Executive to implement an effective and efficient annual skills maintenance process.

### **Administration**

- Process assessment requests as required for awards and skills maintenance in a timely manner (as outlined in the Academy Volunteer Handbook).
- Retain required paperwork for specified length of time (as outlined in the Academy Volunteer Handbook).
- Ensure that awards are presented to members in a timely fashion and that invoices are paid.

### **Other**

- Stop any training or assessment activity that is unsafe, or is in breach of any of the Academy policies and processes. Manage these situations accordingly.
- Handle complaints made to you in line with the Academy complaints process, ensuring that the Academy Education Manager is notified of all complaints received.
- Participate as a member of the Club Management/Executive Committee.

### **Skills / Experience / Personal Qualities required:**

- Prior or current experience as a TAF/Mentor within SLS (Highly Desirable)
- Certificate IV Training & Assessment (Highly Desirable)
- IT literacy (Essential)
- Excellent communication and interpersonal skills (Essential)
- Ability to manage adults effectively and to provide them with leadership (Essential)
- Ability to work as part of a team (Essential)
- An understanding of the needs of adult volunteers (Essential)
- An understanding of vocational education and training (VET), specifically as it applies to the not-for-profit context (Desirable)