

# POSITION DESCRIPTION



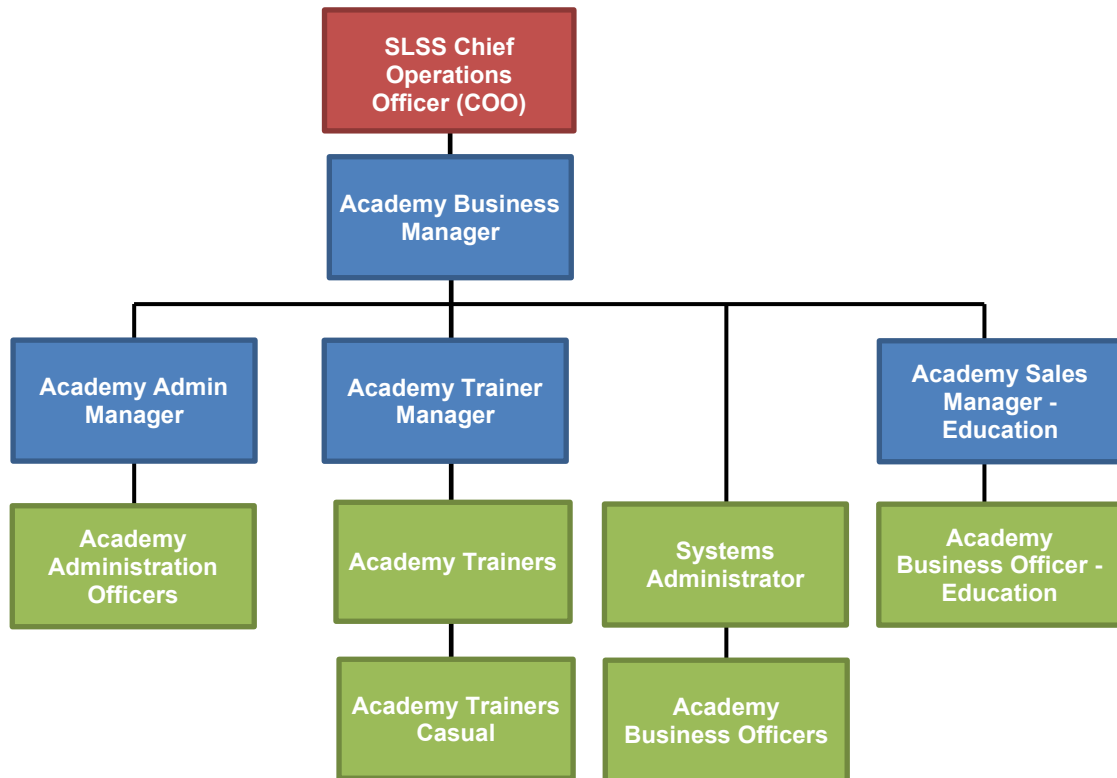
Position	Work Location	Position Description Completed
Academy Trainer (Casual)	Various Locations throughout NSW	July 2020
Reports To:	Direct Reports:	Department
Academy Trainer Manager	N/A	Australian Lifesaving Academy (ALA NSW)

PURPOSE STATEMENT
Delivers accredited and non-accredited training programs to train and assess members, general public and organisations in first aid and other related courses.

SELECTION CRITERIA	
Essential	Desirable
<ul style="list-style-type: none"> <li>Excellent communication skills – written and verbal;</li> <li>PC Skills (MS Word, PowerPoint);</li> <li>Certificate IV in Training and Assessment (TAE40116) or equivalent; and Provide First Aid Certificate;</li> <li>A current Working with Children Check (employee);</li> <li>Proven ability to disseminate CPR and First Aid information;</li> <li>Flexible attitude to work, optional weekend work and travel within NSW when required;</li> <li>Current Drivers Licence;</li> <li>Sound administration, accuracy, attention to detail and time management skills;</li> <li>Demonstrated ability to work independently and as part of a team;</li> <li>Demonstrated interpersonal skills and the ability to handle difficult situations.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of ASQA and RTO requirements;</li> <li>A sound knowledge of the Surf Life Saving education system or the ability to acquire this knowledge.</li> </ul>

ROLE SPECIFIC RESPONSIBILITIES	
Accountabilities	Key Performance Indicators (KPI's)
<ul style="list-style-type: none"> <li>Maintains knowledge of courses being offered and undertakes self-development to ensure required knowledge is up to date;</li> <li>Deliver training to a variety of groups;</li> <li>Conduct all duties in an ethical manner whilst professionally representing SLSNSW;</li> <li>Maintain confidentiality and discretion;</li> <li>Maintenance training equipment;</li> <li>Other duties as required.</li> </ul>	<ul style="list-style-type: none"> <li>Students achieve competency in courses;</li> <li>Ensure professionalism is maintained;</li> <li>Ensure the equipment is in good working conditions.</li> </ul>

### Direct Reporting Relationship



### CORE RESPONSIBILITIES (ALL STAFF)

Accountabilities	Key Performance Indicators (KPI's)
Occupational Health and Safety	<ul style="list-style-type: none"> <li>• Demonstrates action taken in identifying hazards, assessing risk, and reporting incidents</li> <li>• Demonstrates duty of care</li> <li>• Reasonably complies with WHS guidelines</li> <li>• Is fully aware of SLSNSW's safety plans and expectations, and actively participates and contributes</li> <li>• Participates in the ongoing improvement of the SLSNSW WHS plan and visibly and constantly supports its implementation.</li> </ul>
Organisational Culture	<ul style="list-style-type: none"> <li>• Promotes and encourages personal growth and effective communication.</li> <li>• Understands and supports policies and procedures of the organisation as outlined on the Intranet.</li> <li>• Continually contributes to and supports volunteers &amp; staff, including Board of Directors, Branches, Clubs &amp; Members.</li> </ul>
Leadership/Teamwork	<ul style="list-style-type: none"> <li>• Supports the decisions of SLSNSW Board of Directors and Management</li> <li>• Displays willingness to assist others, shares knowledge openly, cooperates and supports the department.</li> <li>• Receptive and open to feedback</li> <li>• Maintains a positive and constructive attitude that promotes confidence in those around them.</li> <li>• Contributes to staff meetings and promotes the exchange of information throughout the organisation.</li> <li>• Regularly meets with Manager to discuss performance, plans and current issues</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>• Exercises initiative in making improvements to work processes and outcomes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Always searches for better ways and strives for best practice.</li> <li>• Actively seeks new ideas and improvement.</li> <li>• Embraces and adapts to change.</li> </ul>
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**Working Relationships**

**Internal:** The Academy Trainer’s day to day work is coordinated by the Academy Trainer Manager. Other working relationships include consultation on course allocation from the Academy Administration Officer and Academy Business Officers regarding client’s requirements.

**External:** Professional relationships exist with clients, venue staff and participants at training courses.

**APPROVAL**

This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation

Chief Operating Officer ..... Date .....

Academy Trainer Manager ..... Date .....

I have read and understood this document and agree to perform the duties and responsibilities as listed within the list

Occupant Name .....

Occupant Signature ..... Date .....