



Position	Location	Position Description Completed
Chief Training Officer	[Name] Surf Life Saving Club	[DD] [Month] [YEAR]
SLS Branch Authority		SLSNSW Authority
Branch Director of Education		SLSNSW Training and Education Manager

PURPOSE STATEMENT

Chief Training Officers lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club.

ROLE & RESPONSIBILITIES

All Education Officers will:

- Analyse skill mix throughout club and develop training solutions where needed
- Arrange assessments through the Branch as required
- Assess, develop, and coordinate delivery of training solutions to meet the Club's Beach Management Plan and service quality issues
- Assist in development of youth within the Club.
- Coordinate all instruction squads, their trainer and the resources
- Develop training solutions for new resource implementation
- Ensure all training sessions are efficient
- Ensure re-qualifications of awards and certificates are completed and recorded by required date
- Lead and develop a team of trainers and assessors who will develop personnel to meet the operational needs of the Club
- Participate as a member of the Club Management Committee
- Positively support the policies, culture, operation and management of the Club and SLSA
- Submit reports to the Club Executive Committee

ROLE ENTRY REQUIREMENTS

- Be a current, financial member of SLSNSW Club or service.
- Relevant minimum qualifications outlined in current SLSNSW Education Standard Operating Procedures.

KEY CHALLENGES IN THE ROLE

- Engaging with and educating fellow members who may be resistant to new SLSNSW and SLSNSW Branch processes
- Managing professional relationships with SLS members and staff within the SLS training and education pathway
- Adhering to relevant compliance requirements
- Planning and prioritising to pro-actively manage competing deadlines
- Working with the Club President and Club Captain to forecast and plan to fill any potential skill gaps
- Succession planning

SELECTION CRITERIA

ESSENTIAL SKILLS

- Ability to manage own workload, consistently adhering to SLSNSW protocols
- Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport
- Ability to seek assistance and support when required
- Ability to work within a team and delegate tasks appropriately to meet deadlines
- Advanced communication skills
- High problem-solving ability: analysing available information and choosing the optimal solution

ESSENTIAL KNOWLEDGE

- Knowledge of training and education related policies, guidelines and procedures available
- Self-awareness in relation to their level of competency and any limitations.
- Understanding of reporting requirements of sensitive information in adherence with privacy legislation.
- Understanding of responsibilities around confidentiality including its limitations.
- Understanding of the Australian Skills Quality Authority, training packaging requirements, AVETMISS and experience with government funded programs.

PREFERRED QUALIFICATIONS OR EXPERIENCE

- | | |
|---|--|
| <ul style="list-style-type: none"> • Certificate IV or Diploma in Training and Assessment • Tertiary qualification in Adult Education, Management or Business. • HR/WHS • Working with children check | <ul style="list-style-type: none"> • Experience in managing and leading a team of professionals, in an RTO or tertiary education environment, in pursuit of excellence in service quality and delivery • Trainer or Assessor |
|---|--|

PERSONAL CHARACTERISTICS

- | | |
|---|--|
| <ul style="list-style-type: none"> • Ability to adapt style • Community minded • Flexibility • Genuine interest in helping others • Good moral judgement • Good prioritisation skills | <ul style="list-style-type: none"> • Integrity • Organised • Professional yet affable • Resilient • Self-awareness – insight into competence • Self-directed (self-control and management) |
|---|--|

KEY STAKEHOLDER RELATIONSHIPS

- | | |
|--|---|
| <ul style="list-style-type: none"> • SLSNSW Members • SLSNSW Education team members • SLS Club Safety Officer • SLS Club Member Protection Information Officer • SLS Club Management Team members | <ul style="list-style-type: none"> • SLSNSW Member Welfare Officer • SLS Club Complaints Officer • SLSNSW Branch and SLSNSW authorities • Previous and other current holders of the role • Patrol Captains |
|--|---|