SURF LIFE SAVING SERVICES

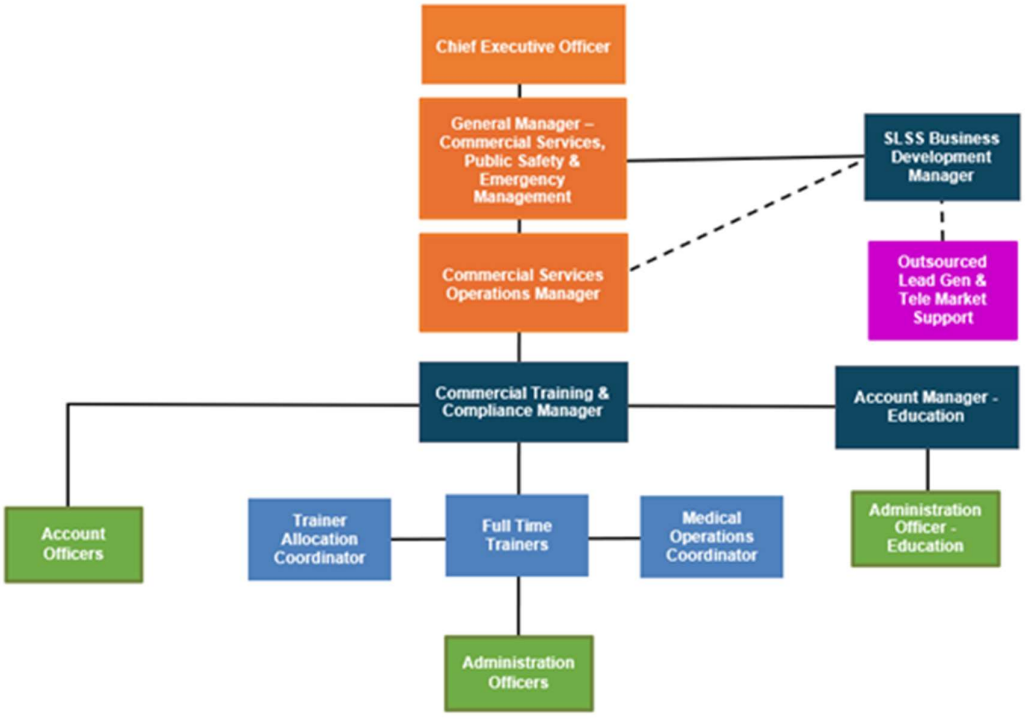
Position Description

Position	Work Location	Position Description Completed
Commercial Trainer (F/T)	Remote/Offsite/ SLSNSW Headquarters	November 2026
Reports To:	**Direct Reports:**	**Department**
Commercial Training and Compliance Manager	NIL	SLS First Aid Training & Services

PURPOSE STATEMENT

The Commercial Trainer position delivers accredited and non-accredited training programs to train and assess SLSNSW members, the public and organisations in first aid and other related courses. The Commercial Trainer is required to actively promote SLSNSW and SLSS activities, services, training and products to the general public and organisations. The Commercial Trainer will also assists in the development of training products and programs, first aid auditing and first aid services as required.

DIRECT REPORTING RELATIONSHIP



SELECTION CRITERIA

Essential	Desirable
• Demonstrated ability to deliver accredited and non-accredited training programs; • Certificate IV in Training and Assessment (TAE40116) or equivalent; and Provide First Aid Certificate;	• Knowledge of Surf Life Saving in NSW; • SLSA Bronze Medallion & demonstrated experience of Surf Life Saving functions, activities and awards;

• Prepared to complete and maintain a current Working with Children Check (WWCC (employee); • Excellent communication skills – written and verbal; • Ability to work unsupervised as well as in a team environment; • Intermediate PC Skills (Word, PowerPoint); • A sound knowledge of the surf lifesaving education system or the ability to acquire this knowledge; • Proven ability to disseminate CPR and First Aid information to evaluate and update resources; • Flexible attitude to work, including weekend work and travel within NSW when required; • Current, unrestricted Drivers Licence; • Sound administration, accuracy, attention to detail and time management skills; • Ability to physically demonstrate procedures being taught, such as First Aid and CPR; • Demonstrated interpersonal skills with people at all levels and the ability to handle difficult situations; • Confidentiality, tact and discretion when dealing with people; • Must be able to work well under pressure.	• Previous experience in administering first aid at various events and community activities; • Current National Police Check • Knowledge of RTO and AQTF Systems

KEY RESPONSIBILITIES	
Responsibility	**Description**
KRA 1: Training Delivery	• Adapting training packages to clients' needs, including LLN • Represent the organisation in a professional and ethical manner • Maintaining and monitoring training equipment, ensuring it is in good working order • Completion of first aid audits/services as required • Maintain knowledge of courses delivered and ensuring that individual and organisational knowledge is up to date • Represent the organisation in a professional and ethical manner • Maintaining confidentiality and discretion • Promote the benefit of organisational products for sale as part of the training course, where appropriate • Ensure students achieve competency in courses • Ensure course evaluations meet performance requirements.
KRA 2: Resource Development	• Participates in Assessment Validations as required • Writing of training programs, and to map training against the AQTF standards of assessment • Delivery and validation of training resources. • Participate in professional development • Ensure ongoing adequacy of stock levels • Promote and support the Commercial Training Services Business Unit profile, market share and repeat business.

KRA 3: Administration	• Administers written and practical exams and write performance reports to evaluate participants performance • Ensure paperwork is completed and returned on time; (Summary sheets within 24-48hrs) and paperwork (5 days) • Maintain timely communication with all Commercial Training Business Unit staff i.e.. Emails/phone calls/text messages.

CORE RESPONSIBILITIES (ALL STAFF)	
Accountabilities	**Key Performance Indicators (KPI's)**
Work Health and Safety	• Demonstrates action taken in identifying hazards, assessing risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace; • Demonstrates duty of care, considers own safety and the safety of others while at work • Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times • Is fully aware of SLSNSW's safety procedures and expectations, and actively participates and contributes • Participates in the ongoing improvement of the SLSNSW WHS Policy and visibly and constantly supports its implementation • Practice and promote the Equal Employment Opportunity, Anti-Discrimination, Anti-Bullying and Harassment Policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying.
Organisational Culture	• Promotes and encourages personal growth and effective communication • Understands and supports policies and procedures of the organisation as outlined on the Intranet • Continually contributes to and supports volunteers & staff, including Directors, Branches, Clubs & Members.
Leadership/Teamwork	• Supports the decisions of SLSNSW Board of Directors and SLSNSW Management • Displays willingness to assist others, shares knowledge openly, cooperates and supports the department. • Receptive and open to feedback • Maintains a positive and constructive attitude that promotes confidence in those around them. • Contributes to staff meetings and promotes the exchange of information throughout the organisation. • Regularly meets with Manager to discuss performance, plans and current issues.
Continuous Improvement	• Exercises initiative in making improvements to work processes and outcomes • Always searches for better ways and strives for best practice. • Embraces and adapts to change.

WORKING RELATIONSHIPS

Internal: The Commercial Trainer works closely with the Commercial Training and Compliance Manager, Trainer Allocation Coordinator, Commercial Services Operations Manager and First Aid Training Services Business Unit staff to service commercial clients needs.
The Commercial Trainer will also work closely with casual Training staff to fulfill commercial client requirements.
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External: Professional relationships exist with clients, venue staff and participants at training courses. The Commercial Trainer liaises with relevant industry bodies as required.

APPROVAL			
This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation			
Commercial Services Operations Manager	.....	Date	.....
General Manager Commercial Services, Public Safety & Emergency Management	.....	Date	.....
I have read and understood this document and agree to perform the duties and responsibilities as listed within the list			
Employee Name	.....		
Employee Signature	.....	Date	.....