

## Surf Life Saving Tasmania Person Description

### Position Summary

<b>Position Title</b>	Casual Trainer
<b>Position Category</b>	Casual Paid
<b>Areas of Operation</b>	Training & Community Programs
<b>Location</b>	Statewide
<b>Reporting/ Responsible To</b>	SLST Training & Community Programs Manager
<b>Appointed By:</b>	SLST Training & Community Programs Manager
<b>General Position Description</b>	<p>Surf Life Saving Tasmania (SLST) delivers nationally recognised and accredited training and assessment to a wide range of client groups located across Tasmania. SLST deliver a selection of short courses focusing predominantly on first aid, emergency response and water safety. The courses to be delivered by this role include but are not limited to;</p> <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Cardiopulmonary Resuscitation (CPR)</li> <li>• Community Surf Life Saving Certificate</li> </ul> <p>The role is responsible for the delivery of accredited and non-accredited training to the highest standard, to maintain accurate and timely records and actively contribute to the achievement of the business unit's operational goals.</p>
<b>Key Results/ Job Outcomes</b>	<p>Provide excellent customer services.</p> <p>Enhanced positive relations with industry, membership and community.</p> <p>Enhanced reputation of Surf Life Saving Tasmania.</p>
<b>End Date/ Review Date:</b>	Annually by SLST

### Key Responsibilities

<b>Program/ Service Delivery:</b>	<p>Deliver training programs with professionalism, ensuring that the delivery of the course content reflects the dedication to SLST's core values and organizational mission.</p> <p>Deliver courses to all client groups using current training course and resources, adhering to session plans, delivery expectations and course structures. Adhere to all compliance requirements in line with the standards expected by the ASQA, the VET and Training sector and the broader Training Industry.</p> <p>A strong commitment to continuous improvement through</p>
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	ongoing support to the department and contribution to innovative practice.
<b>Customer Service</b>	Provide prompt, efficient and courteous service to all clients, relating to SLST and ensure all requests, customer proposals are accurately communicated. Ensuring a positive contribution towards the SLST professional image and reputation.
<b>Compliance</b>	Ensure adherence to VET, ASQA and Industry standards in partnership with the LSV Quality Assurance personnel.
<b>Business Development</b>	<p>To aid in the identification, development and promotion of business opportunities within the different business areas as identified in the SLST business plan and the department service delivery plan/s.</p> <p>Actively sell SLST services and products to industry, education and general public markets. Build relationships and increase the strength of partnerships and business activity with current and potential training partners.</p> <p>Supporting the service delivery of all SLST training programs, promoting the continuous improvement in quality, processes, systems, and customer satisfaction.</p>
<b>Marketing &amp; Sales</b>	<p>Assist, as required, in the implementation and marketing of current and new products and services. Identify and take appropriate opportunities to sell, on sell and cross sell SLST programs, resources, services and products.</p> <p>Demonstrate loyalty and commitment in ensuring that SLST products and services are held in the highest of regard by clients and provide accurate and timely feedback to the office team when either positive feedback or opportunities for improvement are identified.</p>
<b>Human Resources &amp; OH&amp;S</b>	<p>Assist in the identification, induction and development of appropriate personnel to become SLST Trainers and guide newly appointed staff (Trainee Trainers) through the Induction process.</p> <p>Responsible for providing all relevant course paperwork in a timely and accurate manner, within SLST and RTO requirements.</p> <p>Assist with Trainer development program and act as a mentor to Training Officers as required. Ensure the compliance of OHS guidelines and procedures, using protective clothing or equipment provided at all required times. Identify hazards, monitor and assess risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace. Demonstrates duty of care, consider own safety and the safety of others at all times.</p> <p>Promote the Equal Opportunity, Harassment and Bullying policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying.</p>
<b>Professional Development</b>	Participate in an Annual Induction Workshop and/ additional training as required to maintain currency of Trainer Matrix in line with ASQA/ VET requirements and RTO structures.

	Be responsible for maintaining relevant qualifications and experience of Industry and qualifications being delivered. Attendance at relevant meetings as required.
<b>Key Competencies</b>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Personal growth and development orientated, with the ability to work unsupervised with a systematic approach when building towards improvement.</li> <li>• Solution orientated with an analytical approach to troubleshooting, with the ability to demonstrate clear outcomes.</li> <li>• Ability to manage own time and have good organisational skills to achieve key outcomes.</li> <li>• Ability to empathise and provide constructive feedback.</li> </ul>
<b>Essential Competencies</b>	<ul style="list-style-type: none"> <li>• Training and Assessment qualification suitable to deliver Vocational Training; <ul style="list-style-type: none"> <li>○ Certificate IV in Training &amp; Assessment (TAE40116 or TAE40110 with TAEASS502 and TAELN411 units)</li> </ul> </li> <li>• Demonstrated ability in delivering high quality presentations for vocational training programs and the ability to conduct flexible assessments where required.</li> <li>• Shall have had a membership with an affiliated SLSC</li> <li>• Excellent knowledge of SLSA and SLST Education, Resources and Services</li> <li>• Ability to assess risk and adhere to SLSA policy and procedures</li> <li>• Shall have a proven knowledge and ability related to member education, especially in relation to quality, consistency and best practice</li> <li>• Excellent interpersonal and communication skills and the ability to work within a team and with a diverse range of people – colleagues, clients, business units</li> <li>• Excellent interpersonal and communication skills with a range of stakeholders</li> <li>• Approachable with a positive manner</li> <li>• Flexibility with working hours and locations</li> <li>• Current SLSA Bronze Medallion (Certificate II in Public Safety (Aquatic Rescue))</li> <li>• Working with Vulnerable Persons Check</li> </ul>
<b>Desirable Competencies</b>	<ul style="list-style-type: none"> <li>• Driving License</li> <li>• Experience as a volunteer in lifesaving and/ sport learning and development</li> <li>• Ability to travel to regional areas to deliver programs</li> <li>• Intermediate IT skills including but not limited to MS Office – Word, email and use of Mackintosh (Apple) Applications via a tablet device.</li> </ul>