



Surf Life Saving Tasmania Position Description

Position Title: **Casual Trainer**

Position Objective: 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.

Prime Responsibilities: The role is responsible for the delivery of accredited and non-accredited training to the highest standard, maintaining accurate and timely records and actively contribute to the achievement of the organisation's business goals.

The courses delivered by SLST include, but are not limited to:

- Provide First Aid (HLTAID011)
- Provide Cardiopulmonary Resuscitation (HLTAID009)
- Provide an Emergency First Aid Response in an Education and Care Setting (HLTAID012)
- Provide Advanced Resuscitation and Oxygen Therapy (HLTAID015)

- Community Surf Life Saving Certificate
 - Provide Cardiopulmonary Resuscitation (HLTAID009)
 - Participate in an aquatic rescue operation (PUASAR013)
 - Apply surf awareness and self-rescue skills (PUASAR012)

- Marine and Safety Tasmania (MAST) Boat and PWC

Individual trainers may have the skills and experience to delivery any one, or a combination of these courses. Trainers are not expected to be able to deliver all courses.

Organisation: SLST is the peak organisation for surf lifesaving activities in Tasmania. SLST also represents the interests of members and the public to government at local and state level.

Organisational Culture: As a small team, there is an emphasis on cross skilling, multiskilling, and mutual support to enable staff members to effectively achieve the organisations objectives. Individual staff members are encouraged to set personal development goals and assume ownership of work outcomes.

Location: Statewide
Direct Reporting: SLST Operations Manager
Employment Category: Casual
Employment conditions: Sporting Organisations Awards 2020



Key Responsibilities

<p>Program / Service Delivery:</p>	<ul style="list-style-type: none"> • Deliver courses to all client groups using current training course and resources, adhering to session plans, delivery expectations and course structures. • Deliver training programs with professionalism, ensuring that the delivery of the course content reflects the dedication to SLST’s core values and mission. • A strong commitment to continuous improvement through ongoing support to the department and contribution to innovative practice.
<p>Customer Service</p>	<ul style="list-style-type: none"> • Positively contribute towards the SLST professional image and reputation. • Provide prompt, efficient and courteous service to all clients and stakeholders. • 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 of positive feedback and opportunities for improvement.
<p>Compliance</p>	<ul style="list-style-type: none"> • Ensure all relevant course paperwork is submitted accurately and efficiently, within SLST and RTO requirements. • Ensure adherence to VET, ASQA and industry standards in partnership with the RTO Quality Assurance personnel.
<p>Business Development</p>	<ul style="list-style-type: none"> • Support the service delivery of all SLST training programs, promoting the continuous improvement in quality, processes, systems, and customer satisfaction. • Actively promote SLST services and products to industry, education and the general public. • Build relationships and increase the strength of partnerships and business activity with current and potential training partners. • Assist in identifying and developing business opportunities. • Assist, as required, in the implementation and marketing of SLST’s products and services.
<p>Human Resources & WH&S</p>	<ul style="list-style-type: none"> • Demonstrates duty of care, consider own safety and the safety of others at all times • Ensure compliance with SLST’s guidelines and procedures. • Assist in the identification and development of suitable trainers and guide newly appointed staff (Trainee Trainers) through the Induction process. • Identify hazards, monitor and assess risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace.
<p>Professional Development</p>	<ul style="list-style-type: none"> • Participate in professional development and training as required by SLST. • Maintain all relevant qualifications and experience of industry standards and qualifications being delivered. • Attendance at relevant meetings as required.



SELECTION CRITERIA:

a) Skills and Personal Attributes

- Training and Assessment Skills: Demonstrated ability to deliver training programs effectively, using appropriate resources and adhering to session plans and course structures.
- Communication Skills: Ability to communicate clearly and effectively with a diverse range of stakeholders and individuals.
- Organisational and Time Management Skills: Ability to handle multiple tasks, maintain accurate records, and ensure timely submission of materials, with high attention to detail.
- Proactive and Problem-Solving Attitude: Ability to assess risks and manage challenges or issues that may arise during training sessions.
- IT Proficiency: Proficiency in using IT systems and software for managing training materials, records, and other relevant documentation.
- Availability: Willingness to work across all seven days and travel within the state if required.
- Appreciation for Surf Life Saving: An appreciation and understanding of Surf Life Saving Tasmania's values, mission, and activities.
- Certifications and Experience: Possessing the necessary qualifications and experience.

b) Competencies

Essential:

- Current Driver's License.
- Working with Vulnerable People Check (Employment category).
- Qualification suitable to train and assess Vocational Training;
 - Certificate IV in Training & Assessment (TAE40116 or TAE40110 with TAEASS502 and TAELLN411 units)

Desirable:

- First Aid certifications
 - Provide Cardiopulmonary Resuscitation (HLTAID009)
 - Provide First Aid (HLTAID011)
 - Provide Advanced Resuscitation and Oxygen Therapy (HLTAID015)
 - Provide an Emergency First Aid Response in an Education and Care Setting (HLTAID012)
- Current SLSA Bronze Medallion, or equivalent
 - Certificate II in Public Safety (Aquatic Rescue) or
 - Community Surf Life Saving Certificate
- Accredited Marine and Safety Tasmania (MAST) Boat and PWC Trainer
- Recreational boat license and PWC endorsement.
- Surf Life Saving experience