

POSITION DESCRIPTION – TEAM MEMBER

Position Title	First Aid Trainer	Department	Engagement and Support – First Aid and Mental Health
Location	Flexible	Direct/Indirect Reports	0
Reports to	Regional Area Leader	Date Revised	Dec 2020
Industrial Instrument	WA Enterprise Agreement		
Job Grade	Job Grade 3	Job Evaluation No:	HRC0028392

■ Position Summary

The First Aid Trainer is responsible for ensuring the delivery and assessment of first aid courses on behalf of Red Cross First Aid and Mental Health

■ Position Responsibilities

Key Responsibilities

- Deliver Training & Assessment following Red Cross Facilitator Guide/s using only Red Cross endorsed course materials
- Maintain accurate and compliant student records using Red Cross Policies and Procedures and associated Work Instructions
- Ensure all paperwork is completed and compliant before returning to Red Cross and signed off against the appropriate checklist
- Liaise with SA/WA Team Leader regarding administration and delivery requirements
- Ensure training and all relevant resources are set up and delivered to a professional standard, meeting WHS safety requirements
- Maintain vocational competency and skills in line with Red Cross Policies and Procedures and ASQA Standards
- Maintain currency of knowledge of the VET system; in particular relevant training packages and relevant industry sector (Health and First Aid)
- Actively contribute to the improvement of training with the Regional Leader and the National Quality Team
- Actively participate in the professional development review process
- Maintain a professional image at all times
- Represent Red Cross through presentations and at functions and industry events
- Prioritise work to meet deadlines in order to meet training and business requirements i.e. course materials to be posted within 24 hours of completion
- Conserve and maintain all resources needed to successfully complete training and assessment tasks
- Support students in their learning and identify and address additional learning needs during the delivery of training
- Ensure students are fully informed of their rights and responsibilities and the relevant policies and procedures of the RTO

■ Position Selection Criteria

Technical Competencies

- Prior experience in delivering the specified accredited unit/s or course/s to a variety of clientele across a range of industries
- Demonstrated current (within last two years) industry experience in the provision of First Aid
- Adept at using full Microsoft suite of programs including internet-based applications
- High level of verbal and written communication and ability to communicate effectively with a wide range of people
- Demonstrated understanding of ASQA compliance requirements
- Excellent oral and written communication skills
- Professional presentation skills
- High level attention to detail
- Strong organizational, administration and time management skills

Qualifications/Licenses

- TAE40116 Certificate IV in Training and Assessment (including TAELLN411 / TAELLN401A and TAEASS502 / TAEASS502A / TAEASS502B)
- HLTAID006 Provide advanced first aid
- Occupational First Aid Skill Set (desirable)
- Current State/Territory Driver's License
- Qualifications/experience in related industries i.e. VET/ Tertiary

Behavioural Capabilities

- **Personal effectiveness | Achieve results |** Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Personal effectiveness | Managing my behaviours |** Demonstrated track record in managing emotions and behaviours and understanding their impact on others. Ability to self-monitor and make improvements to manage own performance.
- **Team effectiveness | Communicating |** Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Focussing on clients |** Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.
- **Organisational effectiveness | Managing risk |** Demonstrated ability to work within guidelines, policies and procedures. Awareness of risks involved in an individual's role and works toward minimising their impact.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters