

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Trainer – First Aid	Department	Engagement & Support – First Aid & Mental Health
Location	NSW, VIC, TAS	Direct/Indirect Reports	N/A
Reports to	Regional Area Lead	Date Revised	15/1/2020
Industrial Instrument	Education Services (Post-Secondary Education) Award		
Job Grade	Job Grade 3		

• 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 & Mental Health RTO ID 3605 (herein referred to as 'Red Cross').

• 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 Red Cross regarding administration and delivery requirements.
- Ensure training and all relevant resources are set up and delivered to a professional standard, meeting Workplace Health & 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 Area Leader.
- 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
- 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) practical industry experience in applying 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 (or equivalent) is essential
- First aid units of competency (up to HLTAID006 Provide advanced first aid or higher is desirable)
- Qualifications/experience in related industries i.e. VET/ Tertiary / Health
- Current State/Territory Driver's License
- A Working With Children Check is mandatory

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 | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **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