POSITION DESCRIPTION – TEAM MEMBER

Position Title	Trainer – First Aid	Department	Engagement & Support – First Aid & Mental Health
Location	*Sydney and surrounding suburbs, NSW*	Direct/Indirect Reports	N/A
Reports to	Regional Area Lead	Date Revised	15/1/2020
Industrial Instrument	Choose an item.		
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 description

Template authorised by: Janice Murphy, National Recruitment Manager

Date: July 2016

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■ 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)

- Occupational First Aid Skill Set (desirable)

- Current State/Territory Driver's License.

- Qualifications/experience in related industries i.e. VET/ Tertiary / Health

- Working With Children Check (desirable)

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