

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Trainer – First Aid	Department	Red Cross Training Services
		Direct/Indirect Reports	0
Reports to		Date Revised	26/09/2016

■ Position Level Descriptor

An individual at the Team Member level is accountable for their own performance and contributes to team performance. People at the Team Member level do not have any people reporting to them on a day to day basis

■ Position Summary

The First Aid Trainer is responsible for ensuring the delivery and assessment of first aid courses on behalf of Red Cross Training Services (RCTS).

■ Position Responsibilities

Key Responsibilities

- Deliver Training & Assessment following RCTS Facilitator Guide/s using only RCTS endorsed course materials
- Maintain accurate and compliant student records using RCTS Policies and Procedures and associated Work Instructions
- Ensure all paperwork is completed and compliant before returning to RCTS and signed off against the appropriate checklist
- Liaise with Training Coordinator 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 RCTS 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 Senior Trainer and the National Quality Team.
- Actively participate in the professional development review process
- Maintain a professional image at all times
- Represent RCTS 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
- High level attention to detail
- Good time management

Qualifications/Licenses

- TAE40110 Certificate IV in Training and Assessment
- HLTAID006 Provide advanced first aid
- Occupational First Aid Skill Set (desirable)
- Current State/Territory Drivers License.
- Qualifications/experience in related industries i.e. VET/ Tertiary

Behavioural Capabilities

- **MODEL | Demonstrate Care and Commitment | Demonstrates the Seven Fundamental Principles of the Red Cross Movement: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality**

Actively demonstrates behaviours consistent with Red Cross Fundamental Principles | Assists others within the framework of Red Cross goals and Fundamental Principles | Shares skills and encourages clients to learn | Acts as a practical resource to vulnerable people | Identifies and addresses needs, issues and concerns of clients | Consistently demonstrates behaviours in accordance with the Red Cross Code of Conduct

- **THINK | Organisational Understanding and Compliance | Demonstrates understanding of Red Cross, its broader environment and complies with organisational procedures and guidelines**

Demonstrates an understanding of the work of the domestic and international elements of the organisation | Understands and works within levels of authority and delegation | Understands and implements the policies and procedures of Red Cross | Understands the origins of the Movement and basic principles of International Humanitarian Law

- **ACHIEVE | Drive Results | Takes responsibility for achieving results and maintains effective work behaviours under pressure**

Applies knowledge and skills to achieve results | Operates objectively and calmly to achieve outcomes | Pursues goals with tenacity

- **LEAD | Coach and Develop | Provides coaching and development opportunities to build capacity**

Recognise good performance and strengths within the team | Provides and accepts constructive feedback | Enjoys sharing skills and encouraging others to learn

- **COLLABORATE** | **Share Information and Communicate Effectively** | Shares information consistently and transparently Proactively shares information and ideas | Actively listens to aid understanding | Ensure others have a chance to offer a point of view | Asks questions to clarify situation | Encourages others' point of view

■ 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 Code of Conduct
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter
- 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