

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Trainer First Aid - Casual	Department	Red Cross Training Services
Location	Various	Direct/Indirect Reports	0
Reports to	National Training Manager	Date Revised	11/08/2014

■ 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 Trainer is responsible for ensuring the delivery and assessment of courses on behalf of Red Cross Training Services

■ Position Responsibilities

Key Responsibilities

- Deliver Training & Assessment utilising only Red Cross Training Services endorsed course materials
- Maintain accurate client records using Red Cross Training Services Policies and Procedures
- Liaise with Red Cross staff regarding administration and delivery requirements
- Ensure Training and all relevant resources are set up and delivered to a professional standard, meeting OHS and Red Cross Standards
- Maintain Vocational competency and skills in line with Red Cross Training Services Policies and Procedures (Quality Framework requirements)
- Maintain currency of knowledge in the industry; in particular training packages
- Actively participate in the professional development review process
- Maintain a Professional image at all times
- Conserve and maintain all issued equipment & resources
- Support learners / students in their learning and identify additional learning needs during the delivery of training
- Ensure learners are fully informed of their organisational rights and responsibilities and the relevant policies and procedures of the RTO

■ Position Selection Criteria

Technical Competencies

- Prior experience in delivering the specified Accredited Qualification to a variety of clientele across a range of industries
- Demonstrated current industry experience for the specific Industry which you will be required to train
- Demonstrated ability in Microsoft Office Suites
- High level of verbal and written communication and ability to communicate effectively with a wide range of people;
- Demonstrated understanding of VET Quality Framework compliance requirements
- Excellent oral and written communication skills
- Attention to detail
- Good time management

Qualifications/Licenses

- TAE40110 Certificate IV in Training and Assessment
- Provide Advance First Aid
- Occupational First Aid (desirable)
- Current 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 contracted casual trainers 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