

## POSITION DESCRIPTION – TEAM MEMBER

<b>Position Title</b>	Trainer – First Aid	<b>Department</b>	Training Services
<b>Location</b>	Various	<b>Direct/Indirect Reports</b>	Not Applicable
<b>Reports to</b>	Senior Trainer	<b>Date Revised</b>	12 June 2018
<b>Industrial Instrument</b>	Choose an item.		
<b>Job Grade</b>	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 Training Services (RCTS).

### ■ Position Responsibilities

#### Key Responsibilities

- Deliver Training & Assessment following RCTS Trainer 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 Allocator and Senior Trainer 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 as required
- Prioritise work to meet deadlines in order to meet training and business requirements i.e. course materials to be received by administration 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

- TAE40110 Certificate IV in Training and Assessment (Must include TAELN411 and TAEASS502 modules after 1 April 2019) or TAE40116 Certificate IV in Training and Assessment
- HLTAID006 Provide advanced first aid or higher level certificate/qualification related to provision of first aid
- Occupational First Aid Skill Set (desirable)
- Current State/Territory Driver's License.
- Qualifications/experience in related industries i.e. VET/ Tertiary
- Working with Children Check desirable (if applicable)

### 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 3 years thereafter. Police check renewals may be required earlier than 3 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