



ARFFS Training Officer

Position Detail			
Reports To	ARFFS Senior Instructor	Group	ARFFS
Classification	ARFF EA - FC	Location	Melbourne
Reports – Direct Total	0		

Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports, and provide aviation rescue fire fighting services at 27 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

Primary Purpose of Position

As an **ARFFS Training Instructor** you will deliver and participate in the review and development of Aviation Rescue and Fire Fighting public safety units and operational competency-based training. Work with the learning and development processes and procedures to meet the training and development of personnel to meet the requirements of approved workforce training plans.

Accountabilities and Responsibilities

Position Specific

- Deliver training to meet ARFFS requirements for operational staff

People

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives
- Provide learning support to trainees completing approved programs
- Provide coaching and development support to ARFFS staff and training officers

Compliance, Systems and Reporting

- Deliver and maintain assurance of training to CASA and ASQA standards

Safety

- Demonstrate safety behaviors consistent with enterprise strategies
- Identify and champion the paramount importance of safety within ARFFS training and direct training activities.

Key Performance Indicators

Efficient, Effective and Accountable

- Delivers effective and efficient ARFFS Training.
- Establishes and maintains effective relationships with trainees and other stakeholders.
- Builds capability through the delivery of ARFFS training
- Delivers prompt, clear advice regarding training and feedback.
- Provides team with clear direction, motivates and empowers others.
- Takes responsibility for actions, outcomes and people.
- Supports team in achieving Accelerate Program objectives

Commercial

- Support meeting ARFFS training budget targets

Safety

- Compliance with safety, risk, environmental and any other standards

Key Relationships

- Trainees undertaking career development and operational training programs
- ARFFS training support staff
- Training Officers and local Operations Managers

Skills, Competencies and Qualifications (Minimum)

- Certificate III in Public Safety (Firefighting and Emergency Operations)
- Diploma in Public Safety (Fire Fighting Management) preferred
- Certificate IV in Training and Assessment (TAE)
- Current ARFFS operational ratings
- Demonstrated ability to complete scheduled work plans
- Training delivery and facilitation skills
- Ability to training and assess in a competency –based training environment
- Knowledge of ARFFS training systems and process
- Strong communication and stakeholder engagement
- Sound knowledge of firefighting operations and equipment

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.