

POSITION DESCRIPTION FORM

Department:	Training and Education
Position Title:	Training Officer
Position Level:	3.6
Location:	7 Delawney Street, Balcatta
Main Purpose of Role:	Delivery of nationally accredited (VET) and non-accredited training to the Western Australian community in a professional manner with a focus on First Aid training.
Reporting To:	Training and Education Coordinator
FTE:	1.0

Department Structure and Relationships

- The Training Officer position exists within the SLSWA Lifesaving and Training Department and has a direct reporting relationship to the Training & Education Officer.

Position Description

The primary focus of this role is the delivery of First Aid and Emergency Response training to Surf Life Saving WA (SLSWA) customers and members, ensuring all delivery is conducted in a professional manner that reflects the values and integrity of Surf Life Saving Western Australia.

In addition to delivering First Aid courses, the Officer will support the Training and Education team in the development, review, and improvement of SLSWA courses. This may include, but is not limited to:

- Resource development and review
- Providing feedback on course delivery processes
- Participating in course content validation
- Assisting with equipment maintenance and logistics

The role will operate across both commercial training and Surf Life Saving club training programs, as required.

The Officer will also provide administrative support related to course delivery and will deliver both accredited and non-accredited training courses, in line with organisational requirements.

Position Deliverables

FUNCTION	KEY ACTIVITIES	PERFORMANCE INDICATORS
Training Delivery	<ul style="list-style-type: none"> Deliver First Aid and Emergency Response training to SLSWA customers as scheduled. Assist with logistical requirements of training delivery including equipment and resources allocation 	Courses delivered per week Customer feedback
RTO Compliance	<ul style="list-style-type: none"> Assist with RTO administrative requirements for SLSWA accredited courses and SLSA awards. Assist with implementation of SLSWA course validation plan. Support the review and development of SLSWA accredited courses. Report any feedback regarding course delivery, content or compliance to the Senior Program Support Officer. 	Monthly reporting completed
Professional Development	<ul style="list-style-type: none"> Assist with development and delivery of professional development sessions and in-services for SLSWA and partner trainers. Attend professional development sessions and complete relevant online assessments to maintain compliance. 	Annual RTO Professional Development requirements met
Customer enquiries	<ul style="list-style-type: none"> Proactively respond to customer enquiries in a timely manner. 	Enquiries actioned within 24 hours
Other Duties	<ul style="list-style-type: none"> Undertake other duties as required by the Coordinator or General Manager. 	

