

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:	0.8 - 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	- 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	- 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	- 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	Proactively respond to customer enquiries in a timely manner.	Enquiries actioned within 24 hours
Other Duties	Undertake other duties as required by the Coordinator or General Manager.	

Selection Criteria	Essential/ Desirable
Experience	
1. Experience in delivery of nationally accredited Vocational Education and Training (VET) training, particularly First Aid units of competency	Essential
2. Experience working within the VET sector	Desirable
3. Experience in supporting training teams or stakeholders	Desirable
4. Experience in coordinating logistics for training delivery	Desirable
5. Ability to build and maintain positive relationships with trainers and participants	Desirable
6. Experience in reporting and providing feedback on training delivery	Desirable
7. Ability to impart first aid knowledge and skills with enthusiasm	Essential
Skills	
1. Competency in training and assessment practice	Essential
2. Strong interpersonal skills with the ability to work with diverse participants.	Essential
3. Sound report writing and documentation skills	Essential
4. Proficiency with computers, internet, applications and databases	Essential
5. Understanding of online learning platforms and digital training delivery	Essential
Knowledge	
1. Knowledge of workplace/commercial training delivery practices	Essential
2. Awareness of RTO compliance and administration processes	Desirable
3. Knowledge of current first aid protocols and industry best practices	Essential
4. General understanding of Surf Life Saving awards and club structures.	Desirable
Behaviours	
1. Professional and calm under pressure	Essential
2. Strong commitment to customer service	Essential
3. Demonstrates integrity and trustworthiness	Essential
4. Ability to work independently as well as in a team environment	Essential
5. Proactive and shows initiative	Essential
Qualifications	
1. Tertiary qualification in an appropriate field	Desirable
2. TAE40122 - Certificate IV in Training and Assessment (or equivalent)	Essential
3. First Aid accreditation for HLTAID009 to HLTAID015	Essential
Special Requirements	
1. Current Western Australian drivers licence	Essential
2. Working with Children Check	Essential
3. A National Police Check	Desirable

Prepared by: David Gallagher
Position title: Training and Education Coordinator
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