



**POSITION DESCRIPTION FORM**

Department:	Training and Education
Position Title:	Training and Education RTO Compliance Officer
Position Level:	4
Location:	7 Delawney Street, Balcatta
Main Purpose of Role:	To provide professional and timely customer service to the Western Australian community in all facets of SLSWA accredited and non-accredited training. The role incorporates the management and development of SLSWA’s Registered Training Organisation (RTO) compliance requirements, auspice training partners and course improvement. Training delivery is an essential component of this role.
Reporting To:	Training and Education Coordinator
FTE:	1.0

<b>Department Structure and Relationships</b>
The Training and Education RTO Compliance Officer position exists within the SLSWA Lifesaving and Training Department and has a direct reporting relationship to the Training and Education Coordinator.

<b>Position Description</b>
<p>An integral part of this role involves liaising with all Training and Education customers in a professional manner whilst maintaining the values and integrity of Surf Life Saving Western Australia.</p> <p>In particular, the role focuses on RTO compliance, course development and improvement, resource development/review, management of auspice partners and the recruitment, audit and professional development of Trainers and Assessors.</p> <p>The Officer will deliver accredited and non-accredited courses training as required.</p>

<b>Position Deliverables</b>		
KPI	KEY ACTIVITIES	PERFORMANCE INDICATORS
Customer enquiries	<ul style="list-style-type: none"> <li>- Proactively respond to all customer queries in a timely manner</li> </ul>	Enquiries to be actioned within 24 hours of request
RTO	<ul style="list-style-type: none"> <li>- Ensure SLSWA’s registered training organisation compliance and status.</li> <li>- Ensure RTO administrative requirements are met for SLSWA accredited courses and SLSA awards as required.</li> <li>- Liaise with Training Accreditation Council Western Australia (TAC) and other VET accrediting bodies as required</li> <li>- Development and implementation of SLSWA course validation plan</li> <li>- Collate and submit all RTO reporting requirements (AVTMISS, NCVET and Aggregate Data etc.) to the relevant VET bodies</li> <li>- Registration and ongoing review / development of SLSWA accredited courses</li> <li>- Attend RTO webinars / conferences / meetings as required.</li> <li>- Manage and maintain RTO networks and training assistance organisations</li> <li>- Develop and maintain RTO plan for ongoing management</li> </ul>	Monthly report



<p>Trainer/Assessor Management</p>	<ul style="list-style-type: none"> <li>- Maintain a database of endorsed/accredited trainers and assessors.</li> <li>- Recruitment and management of SLSWA Trainers and associated resources.</li> <li>- Communicate compliance errors to Trainers and retrain individuals as required.</li> <li>- Oversight of SLSWA Casual Trainer endorsement</li> <li>- Develop and implement SLSWA trainer endorsement plan</li> <li>- Develop and implement trainer audit calendar and assist in conducting trainer audits for casual staff and auspice partners</li> <li>- Maintain SLSWA Casual Trainer employment and engagement contracts</li> <li>- Undertake Trainer induction sessions</li> </ul>	<p>Monthly reporting</p>
<p>Auspice Partnerships (Commercial &amp; Club)</p>	<ul style="list-style-type: none"> <li>- Manage and maintain auspice partnerships with SLSWA training partners including both commercial partners and volunteer SLSWA clubs</li> <li>- Develop close working relationships with key auspice partner contacts and maintain regular contact</li> <li>- Develop a sound understanding of auspice partner requirements and develop new business opportunities where possible</li> <li>- Work closely with SLSWA club auspice partners and assist with developing new training opportunities within the local community</li> </ul>	<p>Monthly reporting</p>
<p>Professional Development</p>	<ul style="list-style-type: none"> <li>- Organise professional development sessions and in services for all SLSWA trainers and auspice trainers</li> <li>- Promotion of professional development calendar to all trainers</li> <li>- Communicate with trainers to determine topics of interest</li> <li>- Ensure all trainers complete professional development and that these activities are recorded</li> </ul>	<p>Annual program of Professional Development sessions</p> <p>Records to be maintained for all Professional Development activities undertaken by SLSWA casual commercial trainers</p>
<p>SLSWA Advisory Committees</p>	<ul style="list-style-type: none"> <li>- All interaction with SLSWA and SLSA Advisory Committees will be on an as required basis</li> </ul>	
<p>Training</p>	<ul style="list-style-type: none"> <li>- Conducting training and award proficiency training as required</li> </ul>	
<p>Other Duties</p>	<ul style="list-style-type: none"> <li>- Undertake other duties as required by the Coordinator and General Manager</li> </ul>	



<b>Selection Criteria</b>	<b>Essential/ Desirable</b>
<b>Experience</b>	
1. RTO compliance management	Essential
2. Extensive experience working in the Vocational Education and Training (VET) sector	Essential
3. Experience in managing and developing partnerships	Desirable
4. Scheduling and management of logistics	Essential
6. Build and maintain trainer relationships	Essential
7. Report writing and delivery of required outcomes	Essential
8. Ability to impart first aid knowledge and skills with enthusiasm	Essential
<b>Skills</b>	
1. Training and Assessment	Essential
2. Ability to liaise with customers from all demographics.	Essential
3. Good report writing skills	Essential
4. Proficiency in the use of computers, internet and applications and databases	Essential
5. Sound understanding and knowledge of online course requirements	Essential
6. Ability to work unsupervised as well as in a team environment	Essential
7. RTO management skills	Essential
<b>Knowledge</b>	
1. Knowledge of workplace/commercial training practices and opportunities	Essential
2. Broad knowledge of Surf Life Saving clubs and recognised awards	Desirable
3. Knowledge of current first aid practises	Essential
4. RTO standards and policies	Essential
<b>Behaviours</b>	
1. High level of professionalism and composure under pressure	Essential
2. Integrity and trustworthiness	Essential
3. Demonstrates initiative	Essential
<b>Qualifications</b>	
1. Tertiary qualification in an appropriate field	Desirable
2. TAE40116 - Certificate IV in Training and Assessment (minimum)	Essential
3. First Aid accreditation for HLTAID001 to HLTAID003	Essential
<b>Special Requirements</b>	
1. Current Western Australian drivers licence	Essential
2. Working with Children Check	Essential
3. A National Police Check	Desirable

<b>Prepared by:</b>	David Gallagher
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