



POSITION DESCRIPTION FORM – SURF LIFE SAVING WESTERN AUSTRALIA

Department:	Training and Education
Position Title:	Community Surf Rescue (CSRC) Trainer and Assessor
Position Grade:	N/A
Location:	Perth Metropolitan and Regional Beaches
Subordinate Staff:	Nil
Reporting To:	Training and Education Officer
FTE:	Casual

Main Purpose of Role

Surf Life Saving Western Australia (SLSWA) CSRC Trainer and Assessors are frontline educators for surf rescue training delivered to members of the public and private organisations. SLSWA employs CSRC Trainer and Assessors to conduct training and assessment of Community Surf Rescue Certificate courses delivered outside of the surf lifesaving member base. This is achieved by operating within SLSWA’s delivery framework and maintaining currency in essential qualifications.

Position Description

The primary role of the CSRC Trainer and Assessor is to deliver training and assessment of Community Surf Rescue Certificate courses. This is achieved by delivering engaging and contextualised training to course candidates whilst acting in a professional manner and representing the SLSWA brand.

The CSRC Trainer and Assessor is to deliver non-accredited training and assessment during SLSWA courses in accordance with the SLSWA Code of practice and Training and Assessment Strategies developed by SLSWA.

The CSRC Trainer and Assessor must:

- Ensure essential qualifications are current and remain current for the duration of employment.
- Maintain a sound grade of mental and physical fitness for the duration of employment with SLSWA.
- Have a flexible and adaptable attitude in a diverse work environment.
- Have the ability to engage in different learner styles.
- Carry out first aid when necessary.
- Ensure assessments comply with the principles of assessment and rules of evidence as developed by SLSWA.
- Reasonably adjust training to accommodate all candidates.
- Clean and maintain equipment to appropriate operational condition.
- Perform all duties in accordance with the SLSWA Code of Conduct.
- Promptly report damage or malfunctions to equipment to the Training and Education Officer.
- Address student language, literacy and numeracy skills.
- Participate in Validation Sessions as required.
- Participate in Professional Development sessions.
- Assist in the development and delivery of Professional Development as required.
- Promptly complete all required training documentation and submit to SLSWA within required timeframes.
- Receives guidance and mentorship from the Training and Education Officer; and RTO Compliance Officer.
- Any other duties as requested.

The CSRC Trainer and Assessor is to report directly to the Training and Education Officer relating to any operational and administrative issues, and any possible learner complaints or appeals and enquiries relating to course content to the RTO Compliance Officer.



Selection Criteria	Essential/ Desirable
Experience	
1. Current industry experience in Surf Life Saving.	Essential
2. Experience in delivery of SLS Awards.	Essential
3. An active member of a Surf Life Saving Club.	Essential
4. Leadership within a team environment.	Desirable
Skills	
1. Well-developed oral and written communication skills.	Essential
2. The ability to handle difficult situations with diplomacy.	Essential
3. Strong commitment to customer service.	Essential
4. Problem-solving and decision-making skills.	Essential
5. A professional attitude and appearance.	Essential
6. Enthusiastic, energetic and self-motivated, with a flexible and adaptable attitude in a diverse work environment.	Essential
7. The ability to engage with all learner types and grades.	Essential
8. Flexible working hours and willing to work weekends.	Essential
9. Excellent presentation and time management skills.	Essential
10. Computer literacy.	Essential
11. Own vehicle transport.	Essential
12. Strong facilitation and coaching skills.	Essential
13. Ability to work unsupervised as well as in a team.	Essential
Qualifications	
1. Current "C" Class driver's license or equivalent.	Essential
2. Current SLS Bronze Medallion	Essential
3. SLSWA Bronze Trainer Award	Essential
4. SLSWA Bronze Assessor Award	Essential
5. Provide First Aid.	Essential
6. Advance Resuscitation Award.	Desirable
7. Certificate IV in Training and Assessing TAE40116 or equivalent.	Desirable
Behaviour or Special Requirements	
1. 18+ years of age	Essential
2. National Police Clearance Certificate not greater than 6 months old at the time of employment	Essential
3. Current Working With Children Check at all times while employed with SLSWA	Essential
4. Willingness to undertake travel to various locations.	Essential
5. Displays a high degree of integrity and trustworthiness	Essential

Prepared By:	Daniel Andrew
Position title:	RTO Compliance Officer – Training and Education Department SLSWA
Date:	November 2019
Approved by:	David Gallagher
Position Title:	Training and Education Coordinator
Date:	November 2019