

# Trainer Assessor



## **Possibility of one fulltime position or a job shared arrangement for two**

Reporting through to the Manager - Education Training and Quality and based in the Unley Head Office of St John SA, the Trainer Assessor is a primary enabler through the provision of Nationally Recognised certificate based training and non-accredited training programs to our team of dedicated volunteers of over 1000. This is the perfect opportunity for an experienced community minded trainer to team up with one of South Australia's most respected brands to make a real and meaningful contribution ultimately benefitting the broader community.

To be successful in this role you will:

- Satisfy the requirements and skill set outlined in the Job and Person Specification\*
- Have experience in the delivery of group training and assessment, workshop facilitation and other education environments
- Have an appreciation of the Standards for RTOs, and the delivery of nationally recognised training
- Hold or be working towards TAE qualification\*
- Be advantaged by having experience within healthcare or aged and disability care

\* applicants without referenced qualifications that have suitable experience will be considered

Working hours need to be flexible and will include weekend work as well as hours outside of what would be considered as normal business hours.

**Closing date for applications will be COB Friday 21 May, 2021.**

St John SA values diversity in the workplace and is an equal opportunity employer.

More information is available via the [St John SA website](#), including access to the Job and Person Specification

Queries may be directed to Kier Pitt, Manager Education & Training Quality

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## **St John Ambulance Australia SA Inc.**

# Job and Person Specification

## Paid Staff



<b>Position Title:</b>	Trainer Assessor
<b>Department / Function:</b>	Education and Training Quality (ETQ)
<b>Reports to:</b>	Manager, Education & Training Quality
<b>Agreement / Non - EEA:</b>	EEA
<b>Classification - Grade:</b>	Grade 4

### ***About St John Ambulance Australia - South Australia Inc***

St John is a charity in the South Australian community working for the Service of Humanity. Our vision for the future, whether acting alone or in partnership with others, is the provision of charitable and humanitarian services to individuals, groups and organisations. Our relief work for persons in sickness, distress, suffering or danger recognises no barrier of race, colour or creed.

Within South Australia, St John engages some 1,500 volunteers supporting the community in the provision of First Aid services and Community engagement. St John also employs approximately 100 paid staff, located at State Office and across the state.

### ***Position Summary and Requirements***

As a member of the Education and Training Quality Team, you will facilitate education and training to support the development of members of St John SA. As a trainer, you will deliver high quality, user-friendly first aid and allied training programs in accordance with provided training packages (and where applicable, in accordance with RTO standards and in line with St John national MOU).

This role is a casual position, with a majority of work occurring on evenings and weekends. Training can be scheduled between the hours of 0700hrs and 2230hrs on any day, and the minimum daily engagement is 3 hours. Flexibility is a requirement of this position to meet the demands of the role. Some intrastate travel is required, with regional locations by negotiation and availability.

St John provides uniforms based on the average number of days worked each week and current approved uniform must be worn during paid time, unless indicated.

### ***Key Relationships***

<b>Number of Direct Reports:</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Key Internal Relationships:</b>	<ul style="list-style-type: none"><li>• Operational volunteers</li></ul>
<b>Key External Relationships:</b>	<ul style="list-style-type: none"><li>• Nil</li></ul>

Key Accountabilities	Key Tasks	Measures
<b>Training Delivery</b>	<ul style="list-style-type: none"> <li>• Deliver and facilitate St John training programs up to a Certificate IV Level qualification in times of illness or high demand on ETQ team</li> <li>• Ensure qualification delivery model (and associated resources) complies with all current RTO Standards and requirements under the direction of the Manager, Education and Training Quality</li> <li>• Model a high standard of performance and conduct as a Trainer Assessor and at events in a first aid role</li> <li>• Provide an inclusive and supportive learning environment, and provide additional support when identified</li> <li>• Gather and maintain quality evidence to make the assessment decision</li> <li>• Conduct fair and valid assessments using approved and validated tools</li> <li>• Provide constructive and fair feedback to learners that encourages growth and improvement</li> <li>• Record and report the assessment decision in line with organisational policies and procedures</li> <li>• Ensure internal (SA and National policy) organisational and clinical compliance for all programs and performance</li> <li>• Operate as a Trainer and Assessor in line with requirements outlined in Standards for RTOs 2015, and the St John Ambulance Australia Memorandum of Understanding (MOU)</li> <li>• Develop knowledgeable confident responders who are "event ready"</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver a minimum of 4x each specialist courses on individual's delivery scope per year minimum</li> <li>• Complete all course delivery and administration in accordance with Standards for RTOs 2015 and organisational policies and procedures</li> <li>• Complete trainer declaration annually</li> <li>• 100% Compliance with all St John SA policies, Standards for RTOs 2015 and National MOU</li> <li>• Divisional and EHS feedback on responder performance is positive</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Fulfil all requirements as directed to maintain accreditation as a Recognised Trainer Assessor including maintenance of vocational and industry competencies, knowledge and experience</li> <li>• Maintain currency in relevant qualifications to perform role (TAE40116 Cert IV TAE and relevant health or specialist qualification/s)</li> <li>• Contribute to RTO compliance through leadership and/or participation in compliance activities including resource validation and annual audit activity</li> <li>• Demonstrates clinical best practice by following organisational and departmental</li> </ul>	<ul style="list-style-type: none"> <li>• Fulfils annual trainer declaration requirements</li> <li>• Maintains currency in first aid and other relevant qualifications</li> <li>• Active participation in audit and compliance activities</li> </ul>

Position Description:

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	policy and procedures to ensure clinical and RTO compliance is maintained	<ul style="list-style-type: none"> <li>• Adheres to policy procedure and standards relating to clinical and RTO compliance</li> </ul>
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<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Present and behave in a professional manner, in line with St John Values and Code of Conduct</li> <li>• Maintain confidentiality with regards to meetings, strategic discussions/plans, projects and/or areas of concern</li> <li>• Develop and maintain knowledge of St John Ambulance products and services in order to promote and support the organisation as a whole</li> <li>• Undertake other duties as required by Manager, Education and Training Quality to support the organisation with volunteer, staff and community education</li> <li>• Actively participate and contribute in team and organisational meetings and projects when required</li> </ul>	<ul style="list-style-type: none"> <li>• 100% Compliance with all St John SA policy and procedure, Standards for RTOs 2015 and National MOU</li> <li>• Project work delivered is to agreed outcomes within agreed timeframes</li> <li>• Attends all meetings as required by ETQ Manager</li> </ul>
<b>Workplace Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Maintain current First Aid Certificate, Manual Handling and Infection Control Training</li> <li>• Ensure a safe and healthy work environment through compliance with WHS legislation and St John policies and procedures. Monitor and report on WHS arrangements in the learning environment</li> <li>• Follow safe and healthy work practices at all times, including reporting of hazards and incidents immediately, and referring WHS issues and requirements to manager</li> <li>• Proactively address safety and child protection matters</li> <li>• Ensure work station is kept safe and tidy</li> </ul>	<ul style="list-style-type: none"> <li>• Work station self-assessment completed annually</li> <li>• Maintain compliance by completing all required training</li> <li>• Take a proactive and preventative approach to maintaining a safe work environment</li> </ul>

### ***Knowledge, Experience and Capabilities***

- Experience in development and delivery of group based learning programs
- Knowledge of nationally recognised training packages (health) from which training is prepared and assessed
- Knowledge and understanding of the delivery of group based training programs
- Knowledge and experience training in line with relevant legislative, regulatory, policy and procedural frameworks, including RTO Standards
- Experience working with volunteers, with understanding of the nuances of working with this cohort

**Position Description:**

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### ***Personal Attributes***

- Able to prioritise own work tasks appropriately
- Negotiate with managers, peers and direct reports in order to achieve goals
- Aware of own emotions and those of others, and take these into consideration when acting
- Self-motivated and diplomatic

### ***Qualifications / Certifications***

- Trainer Qualifications that meet requirements outlined in Standards or RTOs 2015 (Schedule 1)
- Highly desirable: Bachelor of Paramedical Science, Bachelor of Medical Science, Bachelor of Nursing
- Desirable: Vocational qualifications in specialist fields of: Health Care, Non-emergency patient transport, Individual Support, Child Protection, Mental Health First Aid or Leadership and Management
- Current competency in any vocational qualifications
- Current drivers' licence

### ***Essential requirements***

- Must hold a current driver's licence and own a roadworthy and reliable vehicle able to transport training equipment to and from courses.
- Must be prepared to relocate within St John should the need arise.
- It is a requirement you undertake and hold a National Police (NPC) Certificate and Working with Children Check (WWCC\_ which is acceptable to St John SA prior to commencing employment with St John SA. Failure to possess an acceptable NPC or WWCC could result in the termination of your employment. Continued employment is subject to the maintenance of a satisfactory NPC and WWCC.
- Will be required to undertake Child Safe Environments awareness training annually, with full refresher training undertaken every three (3) years.
- Undertake additional medical assessments and functional tests as required to ensure physical ability to carry out the inherent physical requirements of the position.
- May be required to store St John training material at place of residence or collect from specified St John SA Centres in negotiation with St John Property Department.