

Commercial First Aid Trainers

Permanent & Casual positions available



WHO WE ARE & WHAT WE DO:

St John Ambulance SA is a charity that has been supporting the wellbeing of South Australians for 140 years. We help tens of thousands of people across the state each year through the delivery of Event Health and Medical Services, first aid training and products, and social inclusion programs.

Within South Australia, St John engages some 1,200 volunteers to support the community in the provision of Event Health and Medical Services and Community Care services. St John Ambulance SA also employs approximately 170 paid staff, located across the state.

OUR OPPORTUNITY

We are growing! Due to increasing demand for quality first aid courses, St John SA are currently looking to recruit talented and motivated trainers and/or Health Care Professionals with a passion for teaching vital lifesaving skills to the South Australian community.

St John offer:

- A flexible working environment
- Excellent work life balance with a supportive and collaborative organisation
- Great opportunities for personal growth and development
- The satisfaction that comes from working with a respected organisation that is making a positive impact on the lives of South Australians.

TO BE SUCCESSFUL

The successful candidate will have:

- A current Certificate IV in Training and Assessment
- Current driver's license
- Reliable vehicle
- Availability to participate in a roster to work at least one weekend a month and travel regionally within SA.

WHAT NOW?

Excited about this role? We invite you to apply with your updated resume and cover letter - one-page summary application outlining your competencies, past experience, and other relevant information that highlights suitability for the role. Submissions and enquiries may be directed to the People, Performance & Culture Business Partner, Pia Runge via HR@stjohnsa.com.au.

St John SA values diversity in the workplace and is an equal opportunity employer. Employment is dependent upon a Criminal History check that St John finds satisfactory, a valid and current Working with Children Check, COVID vaccination certificate and you must provide evidence of the right to work in Australia.

St John Ambulance Australia SA Inc.

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Job and Person Specification



Position Title:	Commercial Trainer
Department / Function:	Training and Education Department / Commercial Training
Reports to:	Course Coordinator, Commercial
Agreement / Non EEA	Non EEA
Classification – Grade:	N/A

About St John Ambulance South Australia

St John SA's vision is to create a safe, supported, engaged and resilient South Australian community.

Our mission is to ensure the wellbeing of all South Australians is improved through St John SA's delivery of innovative, client centred, and evidence based health, community and educational products and services. All of our work is underpinned by a professional network of volunteers and staff.

Our work in local communities encompasses health services, social connection programs, youth programs, first aid training and product sales, and supporting people during times of disaster – including bushfires and floods.

St John SA acknowledges and pays respect to Australia's Aboriginal and Torres Strait Islander Peoples, the traditional custodians of the lands, waterways and skies across Australia.

OUR VALUES



Position Summary and Requirements

As a member of the Corporate & Commercial Team you will deliver quality, user-friendly first aid and allied training programs to build the competence and confidence of members of St John Ambulance and the wider South Australia community.

Key Relationships

Number of Direct Reports:	<ul style="list-style-type: none"> • Nil
Key Internal Relationships:	<ul style="list-style-type: none"> • Customer Sales Team • Training and Education Department • Training and Education Department • Warehouse and Distribution

Key External Relationships:

- Customers

Key Accountabilities	Key Tasks
Client Training Delivery	<p>Deliver and facilitate St John training programs modelling high standards of performance.</p> <p>Provide an inclusive and supportive learning environment.</p> <p>Support and monitor participants during learning and assessment.</p> <p>Conduct assessments and provide feedback.</p> <p>Gather quality evidence and make the assessment decision.</p> <p>Record and report the assessment decision.</p> <p>Participate in the review of the effectiveness of delivery and assessment process annually.</p>
Administration and Compliance	<p>Gather evidence, maintain documentation and participant records.</p> <p>Complete all paperwork within specified time frames.</p> <p>Complete personal timesheet and submit on a fortnightly basis.</p> <p>Complete all course delivery and administration in accordance with Standards for RTOs 2015 and organisational policies and procedures.</p> <p>Maintain vocational competence and industry currency as a Trainer.</p>
Communication & Liaison	<p>Maintain regular liaison with other members of the Training Delivery Team.</p> <p>Participate in St John staff meetings and consultation processes.</p> <p>Access information to maintain current knowledge via updates, team meetings, newsletters and other communication channels.</p>
General Responsibilities	<p>Ensure a safe and healthy work environment through compliance with WHS legislation and St John policies and procedures.</p> <p>Monitor and report on WHS arrangements in the learning environment.</p> <p>Develop and maintain knowledge of St John Ambulance products and services in order to recommend products and services to clients.</p>

Position Description: Commercial Trainer

Version Date: May 2023

Approved by: Kerry Whitehead, Chief Clinical Officer – 12 May 2023

	Other duties as directed which may include activities such as attending promotional events, or first aid kit and venue audits.
Workplace Health and Safety	<p>Maintain current First Aid Certificate, Manual Handling and Infection Control Training.</p> <p>Follow safe and healthy work practices at all times, including reporting of hazards and incidents immediately, and referring WHS issues and requirements to managers.</p> <p>Proactively address safety and child protection matters Ensure work site is kept safe and tidy.</p>

Knowledge, Experience and Capabilities

- Working knowledge and understanding of the delivery of training programs.
- Knowledge of training packages from which training is prepared and assessed.
- Experience in training and/or facilitating groups of people.
- Experience delivering WHS, First Aid or pre-hospital care services (desirable).
- Highly developed written and verbal skills.
- Highly motivated and enthusiastic, displaying professionalism at all times.
- Ability to influence and negotiate effectively with staff, members and general public.
- Ability to manage one's own time, set priorities, plan and organise work.
- Demonstrated ability to work independently and take ownership.
- Ability to manage multiple tasks effectively with a high degree of flexibility within a changing workplace environment.
- Display customer service attitudes and behaviours.
- Proven problem solving skills with the ability to develop innovative solutions in a flexible and client orientated training environment.

Personal Attributes

Customer Focus

- Develop and sustain productive internal and external customer relationships.
- Understand and is responsive to customers' objectives and needs.
- Readily readjusts priorities to respond to changing customer demands as appropriate.

Problem Solving

- Use logical reasoning to work through issues.
- Identifies pragmatic well rounded solutions.

Results Focused

- All actions support the Business Unit plan.
- Know what outcomes are required and focus on delivering these.
- Maintain focus at all times.

Innovation

- Seek out creative opportunities to improve, streamline and reinvent work processes.

Self-Management

- 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

- TAE40116 Certificate IV in Training and Assessment OR diploma or higher level qualification in **adult** education
- Vocational competence and currency in the following units of competency is essential*:
 - HLTAID009 Provide cardiopulmonary resuscitation
 - HLTAID010 Provide basic emergency life support
 - HLTAID011 Provide first aid
- Vocational competence and currency in other first aid units of competency, for example HLTAID015 Provide advanced resuscitation and oxygen therapy, is desirable

* *St John SA will provide this training to new Trainers at the commencement of their employment (if don't already hold), however it is the responsibility of the Trainer to maintain currency in first aid and CPR throughout their employment as a Commercial Trainer*

Essential requirements

- Must hold a current drivers 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 Certificate which is acceptable to St John prior to commencing employment with St John. Failure to possess an acceptable National Police Certificate could result in the termination of your employment. Continued employment is subject to the maintenance of a satisfactory NPC.
- In addition to the NPC, incumbents will be required to provide a current and satisfactory Working With Children Check (WWCC) child related screening check via DHS
- Will be required to undertake Child Safe Environments training within the first 6 months of employment with refresher training undertaken every three (3) years.
- Will be required to complete a pre-employment assessment to measure physical ability to carry out the inherent physical requirements of the position.
- Undertake additional medical assessments and functional tests as required to ensure physical ability to carry out the inherent physical requirements of the position.
- Will be required to store St John training material at place of residence or collect from specified St John Centres.