

APPENDIX 4.12

JOB DESCRIPTION – CHIEF TRAINING OFFICER

Responsible to: Club Executive Committee

Responsibilities and Duties

- Lead and develop a team of trainers who will develop personnel to meet the operational needs of the club
- Assist in development of youth within the club
- Coordinate all instruction squads, their trainer/s and the resources
- Assess, develop and coordinate delivery of training solutions to meet the Standard Operating Procedures and service quality issues
- Positively support the policies, culture, operation and management of the Club, Branch, SLSNSW and SLSA
- Follow procedures and protocols as outlined in SLSA and SLSNSW Training Division Standard Operating Procedures
- Ensure all training sessions are efficient, records completed and filed
- Develop training solutions for new resource implementation
- Ensure re-qualifications of awards and certificates are completed by required date and recorded
- Analyse skill mix throughout the club and develop training solutions where needed
- Submit reports to the Club Executive Committee
- Participate as a member of the Club Management Committee
- Arrange assessments through the Branch as required, ensuring follow-up as required
- Attend Branch meetings (as required) and report to Branch and/or Club all relevant information
- Liaise with Branch Education Officer

Knowledge and Skills Required

- SLSA Training Officer Certificate
- Registered Training Organisation, Educational Qualification, i.e. Certificate IV in Workplace Training and Assessment or Certificate IV in Training and Assessment (preferred)
- Assessor Units of Competency (preferred)
- Proficient computer and administration skills
- Ability to organise and delegate tasks
- Aware of Work Health & Safety policy
- Hold a Bronze Medallion
- Maintain confidentiality on relevant matters
- Communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic