Chief Training Officer
Statement of Duties

Position	Location	Position Description Completed
Chief Training Officer	Camden Haven Surf Life Saving Club	10 June 2025

SLS Branch Authority	SLSNSW Authority
Branch Director of Education	SLSNSW Training and Education Manager

PURPOSE STATEMENT

Chief Training Officers lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club.

ROLE AND RESPONSIBILITIES

All Education Officers will:

- Analyse skill mix throughout the club and develop training solutions where needed
- Arrange assessments through the Branch as required
- Assess, develop, and coordinate the delivery of training solutions to meet the Club's Beach Management Plan and service quality issues
- Assist in the development of youth within the Club
- Coordinate all instruction squads, their trainer and the resources
- Develop training solutions for new resource implementation
- Ensure all training sessions are efficient
- Ensure re-qualifications of awards and certificates are completed and recorded by the required date
- Lead and develop a team of trainers and assessors who will develop personnel to meet the operational needs of the Club
- Participate as a member of the Club Management Committee
- Positively support the policies, culture, operation and management of the Club and SLSA
- Submit reports to the Club Executive Committee

ROLE ENTRY REQUIREMENTS

- Be a current, financial member of the SLSNSW Club or service.
- Relevant minimum qualifications outlined in the current SLSNSW Education Standard Operating Procedures.

KEY CHALLENGES IN THE ROLE
• Engaging with and educating fellow members who may be resistant to new SLSNSW and SLSNSW Branch processes • Managing professional relationships with SLS members and staff within the SLS training and education pathway • Adhering to relevant compliance requirements • Planning and prioritising to proactively manage competing deadlines • Working with the Club President and Club Captain to forecast and plan to fill any potential skill gaps • Succession planning

SELECTION CRITERIA	
ESSENTIAL SKILLS	**ESSENTIAL KNOWLEDGE**
• Ability to manage own workload, consistently adhering to SLSNSW protocols • Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work within a team and delegate tasks appropriately to meet deadlines • Advanced communication skills • High problem-solving ability: analysing available information and choosing the optimal solution	• Knowledge of training and education-related policies, guidelines and procedures available • Self-awareness about their level of competency and any limitations. • Understanding of reporting requirements of sensitive information in adherence with privacy legislation. • Understanding of responsibilities around confidentiality, including its limitations. • Understanding of the Australian Skills Quality Authority, training packaging requirements, AVETMISS and experience with government-funded programs.

PREFERRED QUALIFICATIONS OR EXPERIENCE	
• Certificate IV or Diploma in Training and Assessment • Tertiary qualification in Adult Education, Management or Business. • HR/WHS • Working with children check	• Experience in managing and leading a team of professionals in an RTO or tertiary education environment, in pursuit of excellence in service quality and delivery • Trainer or Assessor

PERSONAL CHARACTERISTICS	
• Ability to adapt style • Community-minded • Flexibility • Genuine interest in helping others • Good moral judgement • Good prioritisation skills	• Integrity • Organised • Professional yet affable • Resilient • Self-awareness – insight into competence • Self-directed (self-control and management)

KEY STAKEHOLDER RELATIONSHIPS	
• SLSNSW Members • SLSNSW Education team members • SLS Club Safety Officer • SLS Club Member Protection Information Officer • SLS Club Management Team members	• SLSNSW Member Welfare Officer • SLS Club Complaints Officer • SLSNSW Branch and SLSNSW authorities • Previous and other current holders of the role • Patrol Captains