



POSITION TITLE:	First Aid Instructor (Levels 1 to 3)
LOCATION:	Various
RESPONSIBLE TO:	Training Team Lead
FUNCTIONAL RELATIONSHIPS:	National Training Manager Education and Training Leadership Team Standards Advisor Service Centre staff Administration teams

POSITION SUMMARY:

Reporting to a Training Team Lead, First Aid Instructors are responsible for delivering quality New Zealand Red Cross (NZRC) first aid courses and other approved training programmes. They are expected to teach courses to the required standards as detailed in the curriculum, and detailed in policies, standards, guidelines and directives issued and/or approved by the Education and Training Leadership Team. The Instructor is required to take responsibility for the students under their care for the duration of the course, and to meet the learners needs to ensure that they are able to successfully complete the course or programme.

They are to promote the sale of New Zealand Red Cross first aid kits and associated products and to give advice to students or clients on their courses.

KEY RESPONSIBILITY AREAS:

NZRC First Aid Instructors should:

- Be familiar with all course materials and know how to use them effectively.
- Plan, co-ordinate and manage the conduct of allocated courses.
- Inform participants of evaluation procedures and course qualification requirements as the beginning of the course.
- Create a learning environment conducive to participants' achievement of the course objectives and learner outcomes.
- Adapt teaching approaches to any industry requirements, experience and ability of the participants without altering required standards.
- Be prepared to answer participants' questions or know where to find the answers.

- Provide for the health and safety of participants, always ensuring that:
 - > Tutorial equipment is maintained to a high standard with a particular emphasis on ensuring that manikins are hygienically cleaned According to recommendations in the NZ National BLS Standards.
 - > Participants are aware of all health precautions and guidelines concerning the transmission of infectious diseases.
 - > Participants know they should consult you if they have concerns about their physical ability to perform any First Aid skill.
 - > The training environment is free of hazards and participants are briefed on how to react should a hazardous situation occur.
- Be proficient at and able to demonstrate all skills taught, and:
 - > Supervise participants while they are practising skills.
 - > Provide participants with constructive feedback as they learn.
 - > Evaluate participants' skills performance, and assess against unit standards.
 - > Identify participants who are having difficulty with the course and develop effective strategies for raising their competence.
- Be fully familiar with all Red Cross first aid kits and AEDs, and competent in giving advice if required.
- Be familiar with history, structures, programmes and activities of New Zealand Red Cross and the Red Cross Movement in general.
- Promote individual and community Disaster Preparedness awareness and measures during the duration of the course.
- To pay over to Red Cross as soon as is practical after a course (but no later than four days), income from fees or sales collected direct from participants.

Health & Safety

- All staff are required to comply with the New Zealand Red Cross Health and Safety policy and the policies of any external venue where our courses may be taught.
- Ensure that participants are informed of Health & Safety requirements and hazards for the training venue e.g. emergency exits, what to do in case of emergency etc.
- Ensure the prompt and accurate reporting and recording of all workplace incidents and injuries.
- Ensure all hazards are promptly assessed for their significance, and reported according to the hazard management process.

Note: The foregoing paragraphs are intended to describe the duties that the appointee will be expected to undertake in this position.

It should not be regarded as a complete and exhaustive list and does not prevent the addition, alteration or deletion of duties from time to time in accordance with the needs of New Zealand Red Cross.

It is inherent in all areas of Red Cross work that staff are required to apply and uphold the Principles of Red Cross Red Crescent.

Instructor Levels and Progression

All first aid instructors will be employed at a grade appropriate to the level at which they are required to teach and/or assess courses and undertake an annual review against agreed goals and objectives.

(a) Level 1 Instructor (under training):

This is an induction period where a new instructor is engaged for employment and under a training period to learn the role and to gain the necessary qualifications. During this period, the new Instructor will complete the induction process, receive training and feedback and be assessed for appointment to Level 2. The Level 1 Instructor is not certified to teach any course without direct supervision.

(b) Level 2 Instructor:

The instructor will have completed the induction period (Level 1) and achieved:

- > Unit Standards 14470-14473 (PHEC)
- > Unit Standards 4098 (Use Standards to Assess)
- > Achieved CRPL2 and is required to maintain certification annually
- > Instruct for 32 hours (minimum) under the supervision of a current Level 2 instructor
- > Complete all assessments
- > Complete the peer review process
- > Achieve New Zealand Red Cross Instructor certification and is required to pass annual recertification
- > Be signed off by the National Training Manager (change in Payroll)

A Level 2 Instructor is approved to instruct on New Zealand Red Cross training courses at CORE 2 level and assess participants against Unit Standards 6402, 6401 and 6400, and such additional courses and Unit Standards that may be approved from time to time within CORE 2 level framework.

(c) Level 3 Instructor:

Progression to Level 3 is by approval of the National Training Manager on the recommendation of the Training Team Lead. These positions will normally be located in the larger training locations where the level of business demonstrates sufficient demand. The Instructor will have achieved:

- > PHEC / CORE 3 Instructor qualifications
- > Be approved for Instructor training and assessment
- > Complete internal moderation
- > Have been employed by New Zealand Red Cross for a minimum of 12 months, unless the qualification is already held)
- > Achieve New Zealand Red Cross Instructor certification and pass annual recertification

A Level 3 Instructor is approved to instruct on New Zealand Red Cross training Courses to CORE 3 level and assess participants against Unit Standards 14470-14473 and such additional courses and Unit Standards that may be approved from time to time within CORE 3 Levels.

PERSON SPECIFICATION:

Qualifications:

- A Certificate in Adult Education or relevant experience is an advantage
- A qualification within the health sector is an advantage

Experience and Competencies:

The appointee would be able to demonstrate:

- A background in first aid or strong experience in the health or emergency services sector, with work experience in training, education or other related fields preferred
- Technically able to use modern teaching technology.
- A well organised approach and commitment to quality training.
- Effective communication skills are essential.
- A respect for other cultures and diversity.
- A proven ability to work with people at all levels of an organisation and to work independently with minimal supervision.
- The ability to motivate and assist others and be a stable, mature, reliable and effective team member.
- Be physically capable to instruct first aid courses. (Standing, kneeling, and lifting)
- Empathy with humanitarian causes.

MODEL | Value diversity | Promotes respect for diversity and human dignity

Demonstrates sensitivity to diversity | Appreciates diversity and is open to the perspective of others
| Values, builds and develops diverse teams.

THINK | Investigate, analyse and make decisions | Seeks information and analyses evidence and data to make decisions

Gathers information from key sources to fully understand the situation | Probes for further information to clarify vague or confusing issues | Differentiates key elements from the irrelevant or trivial | Makes prompt and clear decisions based on comprehensive research | Makes decisions without having to refer to others.

ACHIEVE | Drive results | Takes responsibility for achieving results and maintains effective work behaviours under pressure

Takes accountability for delivering high quality results | Stands by own decisions and takes responsibility for them | Sees tasks and projects through to completion | Maintains consistent high levels of effort throughout the working day | Accepts and tackles demanding goals

LEAD | Coach and develop | Provides coaching and development opportunities to build capacity

Makes objective assessments of team and individual strengths and development needs | Provides resources to support learning and development | Puts aside appropriate time to coach others | Encourages staff to pursue opportunities for development | Takes personal responsibility to develop and maintain up-to-date job knowledge

COLLABORATE | Engage and influence others | Demonstrates appropriate engaging and influencing skills aligned with Red Cross objectives

Seeks out relationships that are mutually beneficial | Engages with a range of community and professional groups | Establishes and maintains good working relationship with internal and external stakeholders | Utilises a 'win-win' approach to presenting a case

General Conditions

- Adhere to and promote the 7 fundamental principles of RedCross:
 - > **Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**
- Act at all times in accordance with the Code of Conduct
- Comply with the Health and Safety management system
- Be able to work flexible hours including some weekends
- Be enthusiastic and have the commitment to work as a team member of Red Cross.
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters

Travel

The appointee must be able to travel, generally within a local area, but may be required to support another location from time to time which could require an overnight stay.

Driver's Licence

A current motor vehicle driver's licence is essential.

The Instructor must have access to a motor vehicle that they can use from time to time should a New Zealand Red Cross vehicle not be available. Private vehicle use will be reimbursed at the standard New Zealand Red Cross rates as promulgated from time to time.

APPROVED:

Authorised signature:	
Name:	Niamh Lawless
Position:	Secretary General
Date:	20 December 2018