



NEW ZEALAND
RED CROSS
RIPEKA WHERO AOTEAROA

POSITION DESCRIPTION

Be part of our mission:

*To improve the lives of vulnerable people
by mobilising the power of humanity
and enhancing community resilience.*

To find out more about our kaupapa, and what we stand for, visit redcross.org.nz

Job Title:	Advisor Clinical
Group:	Engagement and Enterprise
Location:	Auckland, Wellington or Christchurch (preferred)
Reports to:	Manager Education Standards and Performance
Position status:	Full-time
Version date:	17 August 2022

OUR PURPOSE

New Zealand Red Cross (NZRC) has always been about good people doing good things. We're part of the world's largest humanitarian network, helping vulnerable people and those affected by disaster and conflicts. We've been working in New Zealand for more than a century and today you'll find us lending a hand in communities throughout Aotearoa New Zealand – we're here for good.

DIVERSITY AND INCLUSION

We are committed to providing an environment where all people feel welcomed, valued and seen in their identities.

THE TREATY OF WAITANGI

New Zealand Red Cross is working towards understanding our obligations under the Te Tiriti o Waitangi principles. New Zealand Red Cross engagement with Te Tiriti o Waitangi is recognised as ethical best practice in relation to the application of the Red Cross Fundamental Principles and the desire of New Zealand Red Cross people to build meaningful relationships with Māori as tāngata whenua.

WHAT WE STAND FOR

The Red Cross Fundamental Principles guide all we do, whether we're helping people in New Zealand communities or providing urgent relief in an international disaster.

ABOUT THE GROUP

Engagement and Enterprise

The Engagement and Enterprise Group has four core functions. The Communications, Marketing and Engagement directorate supports and enables organisational communications (both internal and external) as well as raising public awareness. The Philanthropy directorate supports and enables organisational fundraising efforts across a portfolio of different fundraising products and activities. The First Aid directorate is responsible for the creation of revenue through the delivery of first aid training and the sale of first aid related products. The Retail directorate is responsible for the creation of revenue through the sale of donated products through about 50 Red Cross shops across the country.

POSITION PURPOSE

The Advisor Clinical is to provide clinical first aid advice to ensure all first aid education programs are maintained to a high standard of accurate and quality information and training.

Reporting to the Manager Education Standards and Performance, this role will be integral in the development and maintenance of the first aid education programs that are consistent with industry best practise, and provide a quality and engaging learning experience for participants.

KEY RESPONSIBILITIES

Clinical and Technical outputs

- Ensure all first aid education materials are produced and maintained to a high standard and are up-to-date with current industry best practice for both online and classroom learning activities.
- Undertake a regular review of all existing education materials, working closely with the Education standards and performance team.
- Work closely with the New Zealand Resuscitation Council and Association of Emergency Care Training providers to ensure New Zealand Red Cross best practice aligns with industry standards.
- Assist with course moderation and assessment processes as required.
- Support Staff induction, instructor assessment and professional development processes.
- Manage and maintain clinical updates and bulletins for the first aid training team.
- Work closely with Training Team in the regular review and re-certification of Training Instructors (maintain quality education and training standards).
- Stay informed regarding ongoing industry changes, trends, and best practices and assess the potential impact of these changes on organisational processes.
- Advise on industry learning trends and opportunities in First Aid training.

Course and Curriculum Support

- Lead by example and demonstrate a proactive and flexible approach when developing training programmes and course resources, ensuring innovative and effective solutions are identified, planned and implemented in a timely manner.

- Support the Training Team to adequately develop and assess Instructors to ensure that we provide enjoyable, innovative and effective training.
- Support the education and training goals of Red Cross through effective relationship management and team work.

People Development

- Foster a people-first culture. Inform, inspire and actively support the first aid team to ensure co-operative working relationships through ongoing support, coaching, communication and early intervention on people related issues.

Compliance

- Understand and be familiar with first aid TQMS, operational guidelines, policies and procedures and technical bulletins

HEALTH SAFETY AND WELLBEING

- Proactively ensure your actions or omissions do not adversely affect the Health, Safety and Wellbeing (HSW) of yourself or others.
- Participate in HSW induction, training, programmes and activities.
- Follow all reasonable instructions to comply with HSW legislation and regulations.
- Follow NZRC HSW policies, standards and procedures.
- Do not undertake any activities you are not adequately trained for.
- Use designated personal protective equipment (PPE) for specific work activities.
- Report hazards/risks, incidents and near misses as soon as possible after the event.

RELATIONSHIPS

Internal

Manager Education Standards and Performance
 Education Team
 First Aid Management Team
 Training Team
 NZRC staff and volunteers

External

NZ Resus Council
 AECTP
 NZQA
 WDC
 Clients

STAFF

Direct

Nil

Indirect

Nil

PERSON SPECIFICATION

Knowledge

- A strong understanding of practical First Aid to an advanced level.
- A strong understanding of successful training practices and pedagogy principles.
- Understanding of organisational quality and compliance, and the challenges for implementing professional standards across the breadth of the organisation.

Qualifications and/or experience

- Health or emergency services related experience is essential. Qualified to CORE level 4 or above.
- A qualification or experience in adult teaching would be beneficial

Skills and other attributes

- Prior knowledge and experience in first aid training or a related health field
- Desire to maintain skills and knowledge as the subject matter expert for clinical first aid.
- Highly skilled in building and managing effective relationships with internal training team, and with key industry knowledge leaders
- Ability to work both collaboratively in a team, and independently taking initiative
- Proven project management skills, and an ability to own, develop and deliver training materials and resources on time and in full.
- Strong communication skills, both written and oral.
- Adaptive and innovative, seeking new ideas and change initiatives that will improve the education outcomes for New Zealand Red Cross first aid education programmes.
- Ability to maintain a clear focus on outcomes
- Strong emotional intelligence, and ability to influence groups and individuals from diverse backgrounds and perspectives
- Enthusiasm for, and the commitment to, the work of New Zealand Red Cross.

TRAVEL

The appointee may be required to undertake travel for this role.

DRIVER LICENCE

A current car driver licence is required for this role.

DELEGATIONS

Financial: Level 5

Employment: Nil

NOTE

This job description is not intended as an exhaustive list of duties and responsibilities. The job is expected to evolve and change, and New Zealand Red Cross may amend this job description after consultation with the job holder.