Aberdeenshire COUNCIL

Job Profile

September 2017

1. JOB IDENTITY

Post Title:	RLSS Trainer/ Assessor	**Service:**	Education & Children Services
Section:	Sport & Leisure	**Grade:**	Technician I
Reports to:	Duty Officer		

2. JOB PURPOSE

- Deliver in house staff training and also to manage and deliver Royal Life Saving Society (RLSS) approved training courses

This may include evenings and weekend work for which enhanced rates are applicable.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- To plan, develop and deliver a high standard of regular training for National Pool Lifeguard Qualification (NPLQ) trained staff at various venues throughout Aberdeenshire.
- To plan, develop and deliver a high standard of training for new candidates at various venues throughout Aberdeenshire.
- To assess candidates presented by other facilities on their competency to pass NPLQ award
- To plan, develop and deliver a high standard of regular staff training to qualified NPLQ staff
- To deliver the support to new candidates undertaking an NPLQ course
- To maintain accurate record keeping, including logging employee training hours and ensuring staff are meeting requirements
- Present training records and information to internal RLSS inspectors
- To assess candidates presented by other facilities on their competency to pass NPLQ award
- Assist the Community Leisure Officer in the management of staff training and record keeping

Agreed

- Maintain awareness of new developments, trends and practices, particularly national governing body updates and industry changes

4. QUALIFICATIONS AND TRAINING

Essential:

- Educated to higher grades or equivalent transferable experience
- Royal Life Saving Society Trainer Assessor (RLSS)
- Membership of RLSS
- National Pool Lifeguard Qualification Award (NPLQ)
- Royal Lifesaving Society Trainer Assessor qualification
- Current valid HSE First Aid certificate

Desirable:

- Coaching certificates
- Supervisory management qualification
- Membership of ISRM or ILAM

5. EXPERIENCE

Essential:

- Proven experience of working in a swimming pool environment
- Experience working with the public as customers
- Experience delivering training

Desirable:

- Experience of supervising staff, & facility operation
- Previous responsibility for building and plant

6. KNOWLEDGE AND SKILLS

Essential:

- Decision making skills
- Health & Safety knowledge
- Good customer care skills
- Ability to apply initiative
- Good communication skills
- Ability to lead and motivate teams
- Willingness to work regular unsocial hours
- Fitness to deliver NPLQ training
- Work to work on own initiative with minimal supervision
- Ability to work under pressure
- Enthusiastic
- Administrative and organisational skills

Agreed

Desirable:	• Working knowledge of MS Word & Excel

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to post.

Agreed