



Position Description

Position Title:	Instructional Designer
Reports To:	Assistant Director Training and Education
Position Type:	Permanent Full Time
Purpose Statement	
Responsible for managing and leading the development of a contemporary platform of learning and assessment resources and solutions to meet the needs of a legislated emergency service. Shall take a lead role in the maintenance of a robust RTO training system through measurement, evaluation and disciplined governance.	

Key Relationships (Internal):	Director Training and Education Assistant Director Training and Education MRNSW Trainers and Assessors Unit Training Officers and Training Systems Officers Volunteer Units/Members MRNSW Staff
Key Relationships (External):	Australian Skills Quality Authority (ASQA) Australian Maritime Safety Authority (AMSA) National Volunteer Marine Search and Rescue Committee (NVMSARC) and individual jurisdiction organisations Enterprise Registered Training Organisation Association (ERTOA) Other emergency service agencies International Volunteer Marine Rescue organisation

Responsibilities of the role contribute to the MRNSW Strategic Plan; including:

VISION	<i>Provision of a world class volunteer rescue service to prevent injury and death on NSW waterways</i>
MISSION	<i>Saving lives on the water</i>

Strategic Objectives

OUR PEOPLE	<i>A motivated and professional volunteer membership, able to meet current and future demands</i>
OUR SERVICE	<i>The provision of a world-class 24/7 volunteer-based rescue, communications and safety education service</i>
OUR ORGANISATION	<i>A leading volunteer-based emergency service, acting collaboratively at all levels and with our partners and stakeholders</i>
OUR BUSINESS	<i>Application of sound business principles to ensure the long-term financial and management sustainability of the organisation</i>

Knowledge Skills and Experience

Essential
<ul style="list-style-type: none"> • Tertiary qualification in Adult Education (or equivalent) • TAE40110 Certificate IV - Training and Assessment (either upgraded TAE40110 or TAE40116) • Commitment to working in support of volunteers • Proven experience in the design, development and implementation of training resources and solutions – face to face, self-paced / distance and online • Experience working in an RTO operating under the Standards for RTOs 2015 • Ability to undertake analysis of roles and articulate the skills and knowledge required to meet organisation requirements • Experience in workforce development initiatives where strategies to ensure that the organisation has the right level of trained staff to meet its goals

- Excellent attention to detail and a focus on quality
- Well-developed research skills
- Excellent written and oral communication skills
- Demonstrable skills in the delivery of adult training and course facilitation
- Excellent computer literacy and very-high competency in Microsoft Office suite of programs and on-line authoring tools including email distribution software
- Demonstrable skills in creation of video production for use in training and education
- Flexible attitude to work, including outside of normal work hours, weekends, state- travel
- Ability to manage multiple projects / tasks
- Excellent time management / planning skills
- An awareness and understanding of budgets
- Able to self-manage and work in a cohesive team, providing and receiving feedback

Desirable

- Experience mapping units of competency to training and assessment solutions
- Have practical experience in the marine/maritime industry or demonstrate thorough understanding of the same
- Have experience working in a community based organisation and / or emergency services, as a volunteer or paid professional
- Qualifications in First Aid
- Qualifications in Maritime and / or Public Safety
- Experience and interest in community education initiatives and programs
- Experience in implementing, use, maintenance of a Learning Management System (LMS) and Student Management System (SMS)

Role Specific Responsibilities

This role provides the opportunity to work with both paid and volunteer personnel to design, develop, deliver and evaluate essential training and assessment resources and solutions to the members of MRNSW. The Instructional Designer, supported by the Director and Assistant Director Training and Education will be instrumental in the development of training solutions that will provide our members with the skills and knowledge required to meet the company's needs as a world-class marine rescue organisation.

The role will also provide RTO governance support as required.

The Instructional Designer will provide expertise in the implementation of the MRNSW community education and public safety advocacy strategy. Including the management of the RMS Boat and PWC Licencing Scheme as it relates to MRNSW provision of services.

The Instructional Designer will work closely with the Regional Training Managers, volunteers and staff - particularly Regional Operations Managers, Unit and Deputy Unit Commanders, Training Officers and Training System Officers. They will ensure that the provision of ongoing support during times where Regional Training Managers are on leave.

Duties will include:

- Contributing to the MRNSW strategic plan and specifically by maintaining the focus on increasing the number of qualified Trainers and Assessors, increase the number of qualified Coxswains and maintaining the MRNSW community education and public safety advocacy strategy
- Provide quality project management including plans and budgets
- Coordinating existing quality management processes to meet RTO / policy compliance and best-practice
- Supporting the review and continuous improvement of training systems, processes and resources
- Assisting with the review and development of SOPs and training policies
- Coordinating and supporting the information management / data systems of the MRNSW RTO, including course processing and database entry, assessment verification and certificate issue. Maintaining the Trainer and Assessor Database to ensure accurate and timely reporting to management
- Routinely report on training activities and maintain accurate training statistics and data. Including accurate reporting of changes in number of ratings and issues that may be identified that could affect the organisations provision of service

- Responding to queries from members and resolve issues / workshop solutions to problems
- Representing MRNSW at industry and other meetings / events as required
- Participating in routine internal RTO audits of Marine Rescue NSW
- Training personnel in the use of the Training Management System (TMS) and internal databases
- Provided continuous support to members and Units when RTMs are on leave
- Strengthening the risk management framework for all training events and activities
- Providing expertise in the development & implementation of community education programs & initiatives
- Printed resource and consumables management
- Learning Management System scoping and development
- Corporate communication design as required
- Attending to other reasonable duties and tasks as requested by the Director and Assistant Director Training and Education, Commissioner or Deputy Commissioner

Working Conditions

Marine Rescue NSW offers a highly attractive and flexible working environment based at its South Cronulla Headquarters on the shore of the beautiful Port Hacking waterway. With your own dedicated office, ample free parking and a short walk to Cronulla train station, travelling to work should be low stress. Adjacent cafes, waterways, beaches, parks and walking tracks support a healthy active lifestyle and a positive work-life balance.

Base-line work hours will be 0830-1700hrs, Monday-Friday, however, the nature of working in a volunteer-based organisation means the role (on occasion) may be required work outside of regular business hours, including on weekends. Any weekend work shall be offset by 'rostered days off' taken immediately after weekend work in line with approved work plans and as coordinated through the Director Training and Education.

The Organisation

Marine Rescue NSW (MRNSW) is an essential emergency service and protects the NSW community by providing marine search and rescue response, monitoring marine radio traffic and delivering safety education programs.

MRNSW is made up of more than 3,000 volunteer members in 44 Units along the coastline from Point Danger to Eden and inland on the Alpine Lakes and Murray River, with more than 90 rescue vessels. Public marine radio monitoring and communication/coordination activities are delivered from radio bases and Search & Rescue Coordination Centres (SARCCs). The organisation routinely works with other emergency services, particularly the NSW Police Force, and promotes boating and water safety through community events, education and engagement activities.

MRNSW Headquarters staff provide ongoing support to the Board of Directors and Units across key areas such as finance, training, radio communications, emergency systems, WHS, media/public relations, human resources.



MRNSW Headquarters – South Cronulla

