



POSITION DESCRIPTION

| POSITION DETAILS | |
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| Title | Visiting SME – Outdoor Leadership |
| Reports to | Head of Faculty – Outdoor Leadership and Emergency Care |
| Team Size | 0 |
| Employment Type | Casual |
| Remuneration | Hourly rate: \$40 - \$50 (+Super @11.5%) Package \$44.60 - \$55.75/h |
| Other Benefits | <ul style="list-style-type: none"> • Travel allowance when on expedition (\$90/d) • Options to adjust salary and complete qualifications (CERT IV / Diploma of Outdoor Leadership) • Complimentary Wilderness First Aid qualification / recertification. |
| Location | Primarily site-based delivery in Brisbane Sunshine Coast and Gold Coast metro, regional and remote locations. Travel nationally may be required, and paid for |
| <p><u>Position Purpose</u></p> <p>The purpose of this position is to provide relief support to the Head of Faculty – Outdoor Leadership and Emergency care. Duties that will be required include providing Subject matter expertise into the development of training materials (technical expertise only, trainer experience not essential), provision of activity administration (booking locations, compiling administrative instructions, developing WHS risk templates, etc), and provision of safety or other course administrative services. Additional duties will include assisting the Student Experience Officer process enquiries from prospective students within the outdoor faculty.</p> | |

| PARAMETERS | |
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| Direct Reports | Nil |
| Key Internal Stakeholders | CEO RTO, Head of Faculty – Outdoor Leadership and Emergency Care, Student Experience Officer. |
| Key External Stakeholders | Students, Suppliers, Clients |



Key Challenges

- Working across different sites
- Maintaining student engagement
- Provision of outdoor experience to prospective students

QUALIFICATIONS AND LICENCES

Essential

- Certificate III in Outdoor Leadership
- Remote First Aid OR Wilderness First Aid with current CPR (or be willing to complete within 1 month of commencement)
- Experience in one (or more) of the below disciplines:
 - Climbing / Abseiling Natural surfaces
 - Climbing / Abseiling Artificial surfaces
 - Paddling
 - Sea Kayaking
 - Canoeing
- Full Australian driver's licence
- Clear Police Check
- Clear Australian Right to Work Check

Desirable

- Current Certificate IV in Training and Assessment or equivalent
- Certificate IV / Diploma In Outdoor Leadership (or be willing to upgrade/complete)
- Willingness to obtain or up-skill to current qualifications

KNOWLEDGE and EXPERIENCE

- Highly developed skills and level of knowledge relevant to skillset industry standards.
- Experience administering expeditions and activities.
- Experience developing administrative artefacts to support expeditions.
- Clear, concise communication skills

CAPABILITIES and CHARACTERISTICS

- Ability to maintain professionalism and establish clear communication with program stakeholders.
- Excellent communication and interpersonal skills.
- Professionally presented.
- Competent in the use of the Microsoft Office suite of programs and other digital platforms.
- High level of planning, organisational and time-management skills.
- Ability to work effectively and accurately with minimum supervision.
- Ability to work professionally and effectively with stakeholders at all levels.
- Highly flexible and able to adapt to changing work environments and student demographics.
- Passion to see others achieve their full potential.
- Sharing your knowledge and skills in your area of expertise.
- Enthusiastic in nature, positive focus, optimistic outlook on life.
- Motivated to take on a continuous learning journey.



- Ability to work in a dynamic team.
- Able to mentor and coach others to succeed.
- Innovative and creative.

| KEY AREAS | OUTPUTS | SUCCESS MEASURES |
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| Activity | <ul style="list-style-type: none"> • Coordinate and administer activities • Provide support to Head of Faculty Outdoor Leadership and Emergency Care • Provide Head of Faculty high-quality first cuts of all documents for review, remedy and endorsement. Docs include: <ul style="list-style-type: none"> ○ Activity instructions ○ Administrative Instructions ○ WHS reports ○ Venue / location reports • Coordinate with external stakeholders to confirm venue / locations and provide all administration (bookings, catering, travel, etc). | <ul style="list-style-type: none"> • Development of student information instructions. • Development of site specific risk assessment tools and documents • Development of site specific administrative instructions • Development of site specific reports on suitability for activities (for example, anchor locations for climbing activities). |
| Student interaction | <ul style="list-style-type: none"> • Work with the Student Experience Officer to develop a contact list • Provide perspective to students on working in the outdoor industry and available career pathways | <ul style="list-style-type: none"> • Student satisfaction maintained through all phases of engagement • |
| Compliance | <ul style="list-style-type: none"> • Maintain compliant student files • Support student training plans with the relevant documents and records to maintain compliance, e.g., evidence of participation and/or assessment evidence. • Prepare session plans for relevant teaching area. • Ensure compliance with auditing requirements. | <ul style="list-style-type: none"> • All files, including attendance records, are maintained in line with compliance standards. • Student training plans are supported with relevant documentation. • Assessment is conducted in line with industry standards and regulatory requirements. • Active participation in Audits |



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| | <ul style="list-style-type: none"> Attend all set staff meetings including moderation and validation sessions. Deliver units within the framework of the set timetable. Assess student work (theory and practical) in a timely manner. Ensure Klepper Training Academy policies and procedures are adhered to, particularly during the student enrolment process. Maintain industry qualifications and currency in all units being delivered and assessed. Participate in professional development. | <ul style="list-style-type: none"> Industry qualifications maintained. Professional development is maintained in line with regulatory requirements. |
| HSE | <ul style="list-style-type: none"> Understand WorkSafe requirements and act responsibly. Comply with OH&S standards and responsibilities. Report hazards and incidents immediately or within 24 hours at the latest. Regularly check the workplace for safety Ensure other employees are operating safely, and address unsafe practices | <ul style="list-style-type: none"> Workplace incidents and hazards are addressed within the required timeframes. You always operate safely. |
| Values | <ul style="list-style-type: none"> Demonstrate and work with: <ul style="list-style-type: none"> o Integrity o Respect; and o Quality | <ul style="list-style-type: none"> We do what we say, and we stay true to our values and commitments. We respect those in our communities, and we actively seek to engage all stakeholders so that we can deliver on what we promise. We focus on providing high-quality services across all aspects of our organisation. |



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| Ad hoc | <ul style="list-style-type: none">• Other duties and projects as reasonably directed from time to time. | <ul style="list-style-type: none">• Demonstrated flexibility and adaptability to ad hoc requirements. |
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To Submit an EOI provide your CV to Bryce.turner@klepper.edu.au and hayden.goldstraw@klepper.edu.au