

**Position:** Rescue Fire Training Officer

**Location:** 8 Leonard Isitt Drive Centre of Excellence

**Department:** Operations Training & Standards Team

**Reports to:** Senior Fire Training Officer

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| Reporting Relationship and Location | | |
| **Reports to:** | | Senior Rescue Fire Training Officer |
| **Team I Business Unit:** | | Airport Operations I Operations Training & Standards Team |
| Purpose | | |
| Develop, deliver & review training that meets CAA compliance, FENZ Industrial Fire Brigade,& Maritime NZ requirements. Support AES operational staff in building capability, competence & confidence in all core skills required of their role. | | |
| **Key Accountabilities** | | |
| **Emergency Services Training & Facility Maintenance** | * Deliver training programs and assess to Industry standards: Airport Emergency Services progression courses, health and safety & other training, including working with contractors delivering relevant parts of the training syllabus. * Deliver training solutions that meet identified training needs that are in accordance with negotiated service level agreements with industry partners or Regulatory bodies i.e. FENZ, Ambulatory Services, Maritime NZ, CAA. * Conduct operational skills audits to identify any Rescue Fire non-compliance or performance gaps and develop/implement remedial training as necessary. * Conduct workplace assessments against competency criteria to ensure we have capable well-trained personnel. * Coach and mentor staff from new starters to career progression including ensuring staff personnel training files are up to date and provide monthly training reports (as applicable). * Develop training material, lesson plans & guides to enable continuous improvement within OTST training programs. * Maintain and enhance own skill competency by attending Industry workshops, meetings, conferences to maintain own professional Rescue Fire currency. * Maintain & check all Rescue Fire Training Centre facilities, equipment & vehicles as directed. | |

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| **Health, Safety and** **Wellbeing** | * Role model Auckland Airport’s commitment to “People First” Health, Safety & Wellbeing approach * Lead by example, demonstrating and communicating visibly safe work. * Ensure all incidents are reported and investigated in a timely manner to enable continuous learning and improvement. * Consult, engage and communicate within your team and to others, to manage and improve Health, Safety and Wellbeing. * Understand and communicate the health, safety and wellbeing risks and controls across all the work your team carry out and maintain high levels of risk awareness within your team. |
| **Training & Exercise Delivery** | * The delivery of training using best practice adult education principles, ensuring all content is delivered to cover regulatory and compliance requirements. * Confidently engage with internal & external stakeholders to gain trust & professionally represent Auckland Airport * The successful outcome of training delivery is to ensure staff can work autonomously and at acceptable standards, achieving excellence within the specified timeframes as agreed. * All training, including competency and ad hoc requests are delivered in the standard and formats agreed. * Develop, deliver, and continuously improve the Auckland Airport operational training including ensuring documented training plans and flightpaths are in place and kept up to date for all employees. * Empower our on-the-job trainers via Train the Trainer courses to ensure quality training is monitored throughout our workforce. |
| **Training Design and Program Maintenance** | * Training design incorporates best practice and looks to a variety of solutions to best meet the needs of the business i.e. blended learning * Training design is in synergy with other areas of the business to allow for cross utilisation of resource (have a holistic view of training at AKL) * Support materials are developed that are user friendly and easy to update. * Training materials are reviewed and updated on a regular basis to ensure regulatory compliance and relevance to how we operate. * A defined quality process is followed for changes recommended to course content and delivery. * Training Standards are communicated via Train the Trainer courses to ensure our on-the-job trainers are set up to succeed. |

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| **Administration** | * Ensure progression training records are complete & shared with managers in electronic form in a timely manner. * Ensure agreed upon procedures are followed. * Owning and maintaining complete control of training documents and collateral including capturing attendance |
| **General** | * Fulfil all accountabilities with regard to ensuring the health and safety of yourself and other persons, including ensuring that permanent staff, contractors, and technology related PCBU’s are aware of and comply with H&S policies, procedures and obligations. * Perform any other accountabilities as reasonably assigned to the position from within the other functions of the OTST. In times of organisational and market change objectives are adapted to such change. Focus is diverted wherever it is required to ensure desired outcomes meet company objectives. |

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| People Responsibilities and Project Management | |
| People Leadership | |
| |  |  |  |  | | --- | --- | --- | --- | | Number of Staff: NA | Direct reports: NA | Through subordinates: NA | Total: 0 |  * Role is expected to facilitate, manage & lead directed training activities to internal & external Rescue Fire personnel. * Role does have delegated authority to direct, manage & support AES Safety Officers & Instructors during specific training activities. | |
| **Financial Responsibilities and Authorities** | |
| **Capital Expenditure** | **Operating Expenditure** |
| |  |  | | --- | --- | | **Staff Designation** | **Maximum Financial Authority** | | Administration | $5,000 | | |  |  | | --- | --- | | **Staff Designation** | **Maximum Financial Authority** | | Administration | $5,000 | |
| **Financial Authority** | |
| * Not accountable for expenditure budget. No authority to commit routine expenditure or capital expenditure without reference to people leader. * Will create purchase orders & minor capex requests for people leader approvals. | |

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| **Structure Chart** |
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| **Key Challenges** | |
| The RFTO role incorporates physically demanding whilst wearing specialised PPE and breathing apparatus; other tasks could include:   * Exposure to heat, open flame & smoke. * Exposure to confined space work, including above & below ground. * Long duration oversite of safe work practices in all weathers. * Working at height on rope safety systems & ladders. * Operating heavy lift machinery. * International & Domestic travel for 1-week or more. | |
| **Key Relationships** | |
| Internal | Purpose of contact with this Team |
| |  | | --- | | * Operations Training & Standards Team | | * AES Team | | * Operations Team | | * People Experience Team | | * Internal Team relationship. * Organising external training delivery. * Progression & day-day staff training support. * Supporting training delivery where required. * Organising internal training delivery where required. |

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| External | Purpose of contact with this Organisation |
| * NZ Airport Rescue Fire Fighting Community * FENZ * St John * Air Services Australia Rescue Fire Services / Singapore Aviation Academy Fire Services * Promed NZ * Police, Maritime NZ & Civil Aviation Authority | * Training delivery & SME support. * Training course booking & supporting training peer relationships. * Progression course training booking & peer relationships. * Supporting AES medical training program. * Peer relationships & SME support. |

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| **Person Specification** | |
| **Qualifications (or equivalent level of learning)** | |
| Essential | Desirable |
| * Recognised Industry qualifications in Fire & Rescue Services up to & including an Officer Rank * Structural Fire Instructor training qualification * Workplace first aid certificate * Train the Trainers / Fire & Rescue Instructor qualification or equivalent * Vehicle driver licence with class 2 heavy vehicle endorsement * CAA medical clearance for the role of RFTO | * Fire & Rescue Services Industry recognised BA Instructor qualification * CIMS Level 4 * Working at Height Instructor qualification * Pump Operator Instructor qualification * Extrication Instructor qualification * Aviation Fire & Rescue Instructor qualification * NZQA 4098 Unit Standard * Emergency Response Driving Instructor qualification * Drivers licence with Forklift &/or Telehandler endorsement |

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| **Knowledge / Experience** | |
| Essential | Preferred |
| * 7 years+ demonstrated experience up to & including Station Officer/Deputy Crew Chief rank in a Fire & Rescue Emergency Service * Suitable medical & physical fitness level * Fire & Rescue training experience * Customer-led mindset, coupled with outstanding relationship management skills | * Ability to influence through a ‘shared interests’ lens, generating cut-through to achieve strong positive outcomes * Progressive and pragmatic approach * Ability to consistently deliver in a high volume / change environment * Demonstrated leadership capability * Purpose led and values based |
| **Key Skills / Attributes / Job Specific Competencies** | |
| **Level** | **Skill / Attribute / Competency** |
| Advanced  Developing  Working Knowledge  Desirable | MS Word & PPT  SharePoint & Teams Platform  MS Excel & Project Management  Redkite TCMS, Airdat & Learning  Management Systems |

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| **Values** | |
| ***Whiria te tangata.*** Our values weave us together. They’re what we stand for, who we are and how we think, feel and act. | |
| A black heart on a white background  Description automatically generated  **All in**  *Tātou tātou* | * People first * Seek understanding * Acknowledge others * Empathise and support * Diverse & inclusive |
| A black silhouette of a head with a light bulb inside  Description automatically generated  **Know How**  *Kōkiri Tahi* | * Explore and solve together * Curious and open * Bring your voice & share your skills * Unite and collaborate * Right people in the room |
| A black hand symbol with white background  Description automatically generated  **Let’s Go**  *Karawhiua* | * Challenge yourself * Take pride * Act with intent and integrity * Keep your word * Deliver excellence |

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| **Changes to Position Description** |
| From time to time it may be necessary to consider changes in the position description in response to the changing nature of Auckland Airport’s work environment, including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle, or as required. |

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| **Sign-Off** | |
| **Job-Holder** | **People Leader** |
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