

## Position Description

Title:	Road Trauma Awareness Seminar (RTAS) Coordinator
FTE:	35 hours per week
Location:	Suite 2/109 Whitehorse Road, Blackburn VIC 3130
Salary package:	An attractive salary package plus packaging benefits will be negotiated
Employee agreed:	
Manager, Education Services agreed:	

## ORGANISATIONAL ENVIRONMENT

### ABOUT ROAD TRAUMA SUPPORT SERVICES VICTORIA (RTSSV)

RTSSV is an incorporated, non-profit organisation, which seeks to provide support to those effected directly or indirectly by road trauma. RTSSV contributes to the community by the provision of two key services: 1. counselling and support services for anyone affected by road trauma and; 2. education about the effects of road trauma.

Additional information about RTSSV and our role in the community can be obtained by visiting our website at [www.rtssv.org.au](http://www.rtssv.org.au)

### JOB PURPOSE

To coordinate all aspects of RTSSV's Road Trauma Awareness Seminar (RTAS) program including the development, implementation and evaluation of the program provided to road offenders and the general public.

### JOB DESCRIPTION

The Road Trauma Awareness Seminar is a 2.5-hour session designed to educate drivers on potential and actual outcomes of driving decisions, traffic offences and the reality of road trauma.

During the seminar participants hear first-hand from a volunteer guest speaker directly affected by road trauma, as well as from a member of the emergency services. Participants will recall, reflect and examine their own driving behaviour, attitudes and thought processes in order to modify them to reflect and model safer driving experiences.

There are currently 31 venues delivering sessions across the state with around 100 volunteer speakers (both personal impact and emergency service) and 20 group facilitators

The RTAS Coordinator will work with key stakeholders and staff to maintain and build on the current program, maintain data systems and relevant reporting

This position is located at the Blackburn office and will require some out of hours work due to a casual staff base. A flexible work arrangement is encouraged.

Reports to:	Manager, Education Services
Directly supports:	Casual group facilitators, volunteer speakers, emergency service speakers
Internal contacts:	Volunteers, other RTSSV Staff
External contacts:	Participants, their referrers/representatives and the community Funding bodies Accident prevention and road trauma partners (the Transport Accident Commission, Department of Justice and community safety, Magistrates of Victoria, Victorian Police and VicRoads) Other relevant organisations (CFA, SES, MFB, Health Services, Local Government etc.)

## DIMENSIONS/DELEGATION

Number of direct/indirect reports:	20 group facilitators 100 volunteers
Budget responsibility:	N/A

## KEY ACCOUNTABILITIES

Administer the end to end RTAS program process (both onsite and offsite). This includes:

- Managing the online booking system
- Assist the Manager of Education Services in the strategic development and continual improvement of RTSSV's RTAS program ensuring best practice delivery and evaluation and the ongoing financial viability of the program
- Oversee the operational running of the RTAS program and provide leadership to the program staff to ensure clear and streamlined processes, policies and documentation.
- Sourcing and scheduling RTAS venues
- Providing and keeping records of equipment provided to group facilitators
- Ensuring group facilitator and all speaker roles in RTAS programs are filled.
- Monitor and manage the quality and performance of group facilitators ensuring consistency of program and output.
- Develop and maintain all relevant databases and records for the program and provide timely and accurate evaluation and reporting to the Manager of Education Services.
  - Facilitator session feedback
  - Volunteer evaluation
  - Monthly report of the RTAS program
- Assisting the Manager of Education Services in developing and fostering working relationships and professional partnerships with relevant organisations within the education, road safety and justice sectors
- Develop and continually improve all RTAS education material used
- Coordinate training and development to program staff (volunteer speakers, emergency service speakers and group facilitators)
- Work with the regional coordinators in the recruitment and ongoing support of volunteers and group facilitators within the RTAS program.
- Provide innovative and enthusiastic input to RTSSV organisational planning and actively contribute to the achievement of organisational goals.
- Provide assistance to Manager of Education Services as directed

## CAPABILITY FRAMEWORK

SKILLS	KEY SELECTION CRITERIA	
	Essential	Desirable
<p><b>Planning and organising:</b> Establishing courses of action for self and others to ensure work is completed efficiently, translating strategy to operational reality.</p> <p>Ability to coordinate conflicting requests and work timelines</p> <p>Ability to work independently and with initiative</p> <p>Organisation and time management skills</p>	x	
<p><b>Communication:</b> Clearly convey information and ideas through a variety of ways in a manner that engages staff and helps them understand and deliver key messages.</p> <p>Excellent written and verbal communication skills</p> <p>A professional and friendly telephone and interpersonal manner</p>	x	
<p><b>Results focus:</b> The drive to meet or exceed ambitious performance objectives and quality standards and to continually find sustainable improvements in methods and processes.</p>	x	
<p><b>Innovation and change:</b> People exhibiting this behaviour/skill, challenge the status quo in a drive for improvement and come up with new ideas to operate more efficiently.</p>	x	
<p><b>Stakeholder management:</b> The ability to use interpersonal styles and communication methods to influence and build mutually beneficial relationships with stakeholders.</p> <p>Ability to demonstrate a client and stakeholder centric approach at all times</p>	x	
<p><b>Develop people:</b> Seeking to improve other's skills and talents, helping individuals identify their short- and long-term development needs.</p> <p>Knowledge and experience with legislative requirements pertaining to the engagement of volunteers</p> <p>Ability to deal with participants in a sensitive, caring manner</p>	x	

KNOWLEDGE AND EXPERIENCE	KEY SELECTION CRITERIA	
	Essential	Desirable
<b>Relevant work experience</b>		
Significant experience in the design, development and review of education programs for adults and young people	<b>x</b>	
Demonstrated experience in behavioural change interventions		<b>x</b>
Demonstrate experience in working with data bases and online booking systems.	<b>x</b>	
Experience in working within Not-for-profit, state-wide and community-based programs		<b>x</b>
<b>Relevant qualifications</b>		
Relevant training or office administration experience and qualification	<b>x</b>	
Certificate IV in Training and Assessment		<b>x</b>
Qualifications in psychology, social work, human services or related discipline		<b>x</b>
A current Police Check and Working with Children's Check	<b>x</b>	
A current Victorian Drivers Licence and a safe driving history (defined as no more than 6 current demerit points and no Licence suspension or cancellation in the last 5 years).	<b>x</b>	
Comprehensive vehicle insurance – if workplace vehicle is not available and own vehicle used you must provide evidence (cover note) that the vehicle used to travel to RTSSV work locations is comprehensively insured.	<b>x</b>	
<b>Specialised knowledge</b>		
An understanding of the impact of road trauma or trauma/loss/grief		<b>x</b>
Extensive experience in using MS Office products – Outlook, Excel, Word, databases eg Access and online booking systems eg Wordpress and online training programs	<b>x</b>	
<b>OH&amp;S</b>		
Conduct self in accordance with OH&S legislation and principles ensuring safety for self and others within the scope of the RTAS coordinator roles		<b>x</b>
Report all incidents to line manager	<b>x</b>	

## TERMS AND CONDITIONS

- Salary packaging is offered with this position.
- All offers of employment with RTSSV are subject to a three-month probationary period and a satisfactory criminal history check prior to the commencement of employment. The staff member will be asked to participate in an annual performance review linked to the position description.

Please apply nominating two work related referees and addressing the capability framework, to Chris Harrison, Manager, Education Services by email to [chris.harrison@rtssv.org.au](mailto:chris.harrison@rtssv.org.au). Phone enquiries are welcome on 03 8877 6909

**Applications close Friday 17 May 2019 with interviews being held on Tuesday 21 May 2019.**