



DUTY STATEMENT – Research Education Officer

Position: Research Education Officer

The purpose of this position is to research and co-ordinate national and international educational possibilities to enhance road rescue through the development of policies and strategic frameworks to support the delivery of road rescue training.

The role of the Research Education Officer is to manage the development and implementation of policies and strategic framework to support the Australasian Road Rescue Organisation and its members. The position supports the national and international coordination, development and review of learning and development programs to meet industry standards and stakeholder needs and to assist stakeholders in providing a high level of support, interpretation of industry competency standards and qualifications, design development, implementation and review of learning resources. Design and development of education and training delivery strategies, providing operational support and achieving business improvement initiatives.

Responsible To

The Research Education Officer is directly responsible to the ARRO Challenge Coordinator as chair of the Technical Committee.

Roles and Responsibilities

1. Conduct a range of learning and development activities including conferences, seminars and workshops to support road accident rescue operations.
2. Coordinate, monitor, evaluate and report on learning and development activities ensuring industry and organizational standards are maintained, all safety requirements are met and those standards are applied consistently.
3. Design, develop and assist with the implementation of possible training of road rescue techniques with an ARRO focus.
4. Interpret industry competency standards/qualifications and develop appropriate learning and assessment resources.
5. Research equipment and develop techniques for equipment usage.
6. Provide learning and development support to the Australasian Road Rescue Organisation.
7. Upload Technical and Education information onto the ARRO website.

• Time Commitment:

- 10-15 Hrs per month researching education issues.
- Attendance at committee meetings The position is filled at the Annual General Meeting and held for 2 years.

Expenses:

- Should be none, but any pre-agreed out-of-pocket expenses will be reimbursed.

Updated as of June 2009

