

DDRC Professional Services

Job Description

Training Officer

Core Principles of DDRC Team

Each team member holds a responsibility

- For their own safety, and that of the patients and visitors entering the centre. Every team member must adhere to the standard operating procedures laid down by the organisation regarding the work which they undertake, and where visitors or patients are present, ensure that they are afforded the appropriate protection which these provide.
- To support all other team members both professionally and personally.
- To acknowledge the importance of Team working, in addition to each individual's own role and responsibility.
- To provide high quality care for patients.
- To promote excellence in all aspects of the work, in order to develop an international reputation for good proactive and innovative research in both diving and clinical skills.
- To adhere to the strict requirements for confidentiality in relation to the business and activities of DDRC and to information relating to patients and users of the services provided and staff of DDRC.
- To work within the objectives of the charity.

Main Purpose of Job: To provide high quality training and teaching for DDRC Professional Services clients and DDRC staff. You will additionally support DDRC hyperbaric chamber operations and train towards becoming a qualified Chamber Supervisor.

Responsible to: DDRC Professional Services Training Manager.

Working hours:

24 - 40 hours per week plus a requirement for chamber team on-call work.

Responsible for:

- Providing teaching/training to both external clients and DDRC staff and working closely with the training manager to support this.
- Remaining or becoming skilled and DDRC certified as a chamber operator and chamber attendant followed by becoming a qualified Chamber Supervisor.
- Working regularly as a member of the chamber team in all qualified capacities and participating in the on-call rota as appropriate.
- Maintain a personal dive log of all diving activities.
- Annual continuation training as per DDRC training and policy requirements.

Key Working Relationships: Chief Executive, Operations Director, Training Manager, Nurse Manager, Chamber Supervisors, Nursing Staff, HR manager and Administration Team.

Main Tasks:

- Be a key member of the training team, working alongside the training manager and other staff to provide teaching on courses such as the DMT, DMT refresher, Chamber Operator, MCA courses, HSE courses and others as appropriate.
- Working regularly as a member of the chamber team and the on-call team.
- Oversee DDRC Staff training.
- Provide instruction for both DDRC staff and external clients as appropriate.
- This list is not exhaustive.

Key Challenges of the Role.

Maintain high quality standards for each facet of the role, deciding (in discussion with managers as necessary) on the relevant priority of each aspect at any given time. Manage time in order to complete each part effectively. To be approachable, stable, self-motivated, co-operative and reliable.

Qualifications and Experience Required:

Essential:

- Experience of the offshore working environment

Desirable:

- Experience of saturation diving and holding an IMCA qualification
- Willingness to undergo additional training.
- Ability to teach offsite when required.
- Ability to work flexibly, adapt and acquire new skills. Must have highly developed communication skills and be able to work as part of a team.
- High level of IT literacy
- HSE medically fit to dive commercially.
- Full UK car driving licence.
- Have or be working towards basic teaching certification.

Supplementary Roles:

The above is not an exhaustive list of duties and the post holder will be expected to perform different tasks as necessitated by their changing role within the organisation and the overall business objectives of the organisation. Wherever possible these changes will be made in consultation with the postholder.

Job Description agreed and approved;

Manager..... Postholder.....
 (Signature) (Signature)

Date Date.....
 (Job Title)