

<b>Job Title:</b>	Instructor
<b>Streams:</b>	Avionics, Mechanical, Structures, AME
<b>Job No:</b>	AA 28
<b>Department / Business Unit:</b>	Technical Training
<b>Accountable to:</b>	Technical Training Manager
<b>Reporting to:</b>	Supervisor – Technical Training
<b>Our Vision:</b>	Creating aviation expertise and leadership
<b>Our Values:</b>	Work together, Be accountable, Act innovatively, Deliver on customer needs

## PURPOSE

The position of Instructor is responsible for the competent delivery of their relevant stream subjects offered within the scope of Aviation Australia's approval as a registered training organisation and Part 147 organisation, plus additional stand alone courses relevant to the appointee's history of employment. The Instructor is also expected to participate in the delivery of specialist subjects relevant to their stream which are embedded within other stream courses.

## DUTIES

- Instruct the theory and practical requirements within the applicable trade stream.
- Participate in the continuing review of curriculum content, teaching methods and methods of student assessment.
- Conduct examinations, and participate in the preparation, correction and assessment of examination papers, student reports and assignments.
- Participate in the counselling and remediation of students.
- Participate in the development and generation of class notes, teaching materials and practical activities.
- Be involved in the promotion of activities and programs offered by Aviation Australia.
- Remain up to date with technological developments in the aerospace industry and in particular, the appointee's area of expertise.
- Monitor and self evaluate teaching performance to ensure a high standard is maintained which provides optimal student learning opportunities.
- Maintain awareness with regards to relevant Commonwealth or State/Territory legislation and Aviation Australia's policies and procedures.
- Accept delegated tasks, and the subsequent authorities and accountabilities associated with such tasks, as directed by the accountable / reporting manager and senior management.
- Undertake other duties as required by the accountable / reporting manager and senior management.
- Comply with the requirements of Aviation Australia's:
  - Code of Conduct.
  - Work Health and Safety legislation.
  - Policies and procedures.

## **AUTHORITIES**

The Instructor has the authority to:

- Maintain the personal safety of students and peer instructors involved in the delivery of training programs offered by Aviation Australia.
- Counsel and/or discipline students in compliance with the organisation's policies and procedures.

## **SELECTION CRITERIA**

### **Qualifications**

#### Essential

- A Certificate IV in Aeroskills, or the ability to obtain the competencies associated with the Certificate IV.
- A current Certificate IV in Training and Assessment, or a higher recognised qualification in teaching/training.
- An English proficiency of IELTS 5.5 or equivalent qualification as a minimum is required when the applicant's country of origin does not have English as the first language.

#### Desirable

- A Diploma of Aeroskills, or the ability to obtain the competencies associated with the Diploma.
- Licenced Aircraft Maintenance Engineer (LAME) licence.

### **Experience**

#### Essential

- Demonstrated experience within a line and/or workshop setting or as an Aircraft Maintenance Engineer.

#### Desirable

- Demonstrated ability to deliver 'aviation based' technical training programs.

### **Knowledge and Skills**

#### Essential

- Demonstrated knowledge of ASQA standards and how compliance against these standards is maintained and demonstrated.
- Demonstrated knowledge of relevant Commonwealth or State/Territory legislation that applies to aviation training.
- Ability to interpret and apply legislation, regulations, policies and procedures, applicable preferably to a medium to large organisation.
- Superior interpersonal and customer service skills with the ability to display a courteous and professional manner at all times.
- Excellent written and oral communication skills with high level attention to detail and accuracy.
- Demonstrated ability to resolve issues through negotiation and consultation with other team members.
- Strong organisational skills with the capacity to prioritise work, deal with competing demands, manage time effectively and ensure completion of tasks within deadlines.
- Well developed problem-solving skills.
- Demonstrated ability to deal with sensitive issues and maintain confidentiality.

- Strong computer literacy skills with proficiency in Microsoft Office suite of applications and the ability to become an effective user of new computer systems.
- Preparedness to undertake training as required.

## Personal Qualities

### Essential

- Enthusiastic, energetic and motivated approach to work.
- Emotionally resilient in a fast paced teaching environment.
- Ability to work both independently and within a flexible team environment.
- Ability to foster a customer focused working environment and build and maintain rapport with staff and students.
- Ability to interact with internal and external customers from diverse cultural backgrounds, displaying awareness of cross-cultural communication issues.
- Willingness and ability to demonstrate initiative and accept responsibility.

## JOB DESCRIPTION AGREED

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_