

<b>Job Title:</b>	Instructor – Delivery and Assessment
<b>Job No:</b>	AA 121 Avionics, Mechanical, Structures, AME
<b>Department / Business Unit:</b>	Technical Training
<b>Accountable to:</b>	Technical Training Manager
<b>Reporting to:</b>	People & Operations Manager
<b>Our Vision:</b>	Be the leading provider of aviation and aerospace training, helping to shape the future of the industry.
<b>Our Values:</b>	Work Together, Be Accountable, Act Innovatively, Deliver on Customer Needs

## **PURPOSE**

The position of Instructor – Delivery and Assessment is responsible for the competent delivery of the subjects listed in their terms of reference and/or offered within the scope of Aviation Australia's approval as a registered training organisation and Part 147 maintenance training organisation, plus additional stand-alone courses relevant to the appointee's history of employment.

The Instructor – Delivery and Assessment is also expected to conduct assessments in accordance with Aviation Australia's policies and procedures and must be committed to high quality output in an accurate, compliant and timely manner.

## **DUTIES**

- Instruct the theory and practical requirements within the scope of your terms of reference
- 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.
- Conduct on and off-site assessments as required of students and in accordance with contractual requirements.
- Liaise with customers and produce and maintain an apprentice competency assessment visit schedule.
- Maintain knowledge against the current Australian Aeroskills training package, CASA Part 66 and EASA Part 66 licencing regulations.
- Support relevant staff to ensure compliance against ASQA, NAA and OH&S legislation and Aviation Australia's policies and procedures.
- 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.
- Participate in evaluation, quality assurance and continuous improvement processes.
- 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 – Delivery and Assessment has the authority to:

- Maintain the personal safety of students and peer instructors involved in the delivery of training programs offered by Aviation Australia.
- Educate, 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.
- 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.
- A current Certificate IV in Training and Assessment, or a higher recognised qualification in teaching/training.
- Licenced Aircraft Maintenance Engineer (LAME) licence.

### **Experience**

#### Essential

- Demonstrated experience within a line and/or workshop setting in an Aviation company; or
- Worked as an Aircraft Maintenance Engineer or equivalent in a maintenance organisation.

#### Desirable

- Demonstrated ability to deliver 'aviation based' technical training programs.
- Experience in the vocational training sector or in a training/learning and development environment.

### **Knowledge and Skills**

#### Essential

- Demonstrated experience and/or knowledge of how to effectively contribute to a workplace that is safe from discrimination, bullying, harassment and sexual harassment.
- 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.
- Actively contribute to ensuring the workplace is a safe environment for everyone by challenging actions or behaviours that could be improved upon or that are inappropriate.
- 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: \_\_\_\_\_