

Job Title:	Senior Instructor & Port Supervisor
Job No:	AA 102
Dept/Business Unit:	Technical Training
Accountable to:	Technical Training Manager
Reporting to:	Technical Training Delivery Manager
Our Vision:	Be the leading provider of aviation and aerospace training, helping to shape the future of the industry.
Our Values:	Work Together, Be Accountable, Act Innovatively, Deliver on Customer Needs

PURPOSE

The position of Senior Instructor & Port Supervisor is responsible for the management and competent delivery of training and assessment activities offered within the scope of Aviation Australia's approval as a registered training organisation and Part 147 organisation. The Senior Instructor & Port Supervisor is also expected to participate in the delivery and assessment of any subjects relevant to their qualifications which are embedded within Aviation Australia's offerings.

The Senior Instructor & Port Supervisor will work closely with the Technical Training Sales & Business Development Manager to assist in the growth of Aviation Australia's customer base in the region.

DUTIES

Key accountabilities of this role include:

- Instruct and assess the theory and practical requirements within the applicable trade stream.
- Assist and support local staff with day-to-day delivery activities in line with operational requirements.
- Supervise the local Site Support Officer (SSO) to ensure the efficient delivery of administrative tasks and prioritisation of work load.
- Conduct on site assessments of students where required and in accordance with contractual requirements.
- When requested participate in the continuing review of curriculum content, teaching methods and methods of student assessment for both theoretical and practical components of the training.
- In accordance with Aviation Australia's assessment policies, coordinate and conduct competency assessments for Aviation Australia registered apprentices in the workplace.
- Participate in the counselling and remediation of students.
- Maintain and ensure serviceability and security of the Aviation Australia capital and intellectual assets.
- Undertake other duties as required by the accountable/reporting manager and senior management.

- Engage with relevant Aviation Industry organisations and personnel and assist with the development of solutions to meet their training needs.
- Remain up to date with technological developments in the aerospace industry and in particular, the appointee's area of expertise.
- Monitor and evaluate teaching performance of all staff 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.
- Assist the Technical Training Sales & Business Development Manager with growth strategies for the business. Under guidance, duties will include:
 - Consulting with local industry.
 - Attendance at industry / career / training expos in conjunction with the BD team.
 - Promotion of Aviation Australia's products and brand.
 - Working with all parties, suppliers and contractors associated with business activities within the region, including internal (accounting/finance/administration/PDD/QA) teams to ensure compliance with company policies and procedures.
- Participate in the 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 Senior Instructor & Port Supervisor has the authority to:

- Maintain the personal safety of students and other instructors involved in the delivery of training programs offered by Aviation Australia in their assigned areas/States.
- 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 Certificate IV in Training and Assessment, or a higher recognised qualification in teaching/training.
- An English proficiency of IELTS 5.0 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.
- Quality, Safety Lead Auditor training or qualification.

Experience

Essential

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

Desirable

- Previous supervisory experience.
- Previous industry representative experience.
- Technical Training delivery – Aircraft Type Training.
- Experience in the vocational training sector or in a training/learning and development environment.

Knowledge and Skills

Essential

- Demonstrated knowledge of ASQA, CASA and EASA 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 medium to large organisation.
- Well-developed 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 experience and/or knowledge of how to effectively contribute to a workplace that is safe from discrimination, bullying, harassment and sexual harassment.
- Well-developed problem-solving skills.
- Demonstrated ability to deal with sensitive issues and maintain confidentiality.

- Strong organisational skills with the capacity to prioritise work, deal with competing demands, manage time effectively and ensure completion of tasks within deadlines.
- Intermediate computer literacy, MS Excel and MS Word 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 and work outside of normal business hours, including weekends, as required.

Personal Qualities**Essential**

- Enthusiastic, energetic and motivated approach to work.
- Assertiveness and an ability to remain professional and measured in approach, regardless of the situation.
- 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 build rapport and credibility with stakeholders and develop strong working relationships.
- 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: _____