

<b>Job Title:</b>	<b>Regulatory Compliance Officer</b>
<b>Job No:</b>	AA 158
<b>Dept/Business Unit:</b>	<b>Quality and Risk Management</b>
<b>Accountable to:</b>	Chief Executive Officer
<b>Reporting to:</b>	Quality and Risk 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 Regulatory Compliance Officer is responsible for ensuring Aviation Australia's relevant training operations are compliant with the requirements of all relevant airworthiness regulations.

## **DUTIES**

- Liaise with airworthiness regulatory authorities to assist them in ensuring Aviation Australia has the relevant approvals in place and remains compliant with all such approvals.
- Monitor the operations of the company to ensure compliance with airworthiness regulatory requirements, providing feedback to the business where required, including recommendations for rectifications where applicable.
- Plan, schedule and coordinate internal and external audits including, engaging external auditors, conducting internal regulatory compliance audits, identifying deficiencies and opportunities for improvement, distributing audit reports, monitoring the completion of audit rectifications, and providing reports on audit outcomes to relevant stakeholders.
- Work with the Quality and Risk Manager to facilitate a continuous improvement environment in which the company's resources are focused on satisfying internal and external customer requirements.
- Guide Aviation Australia through the deployment of airworthiness related quality systems and certification processes.
- Develop and maintain documentation of processes and operating procedures relevant to your areas of responsibility.
- 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 Regulatory Compliance Officer has the authority to:

- Act as Aviation Australia's Quality Manager (Postholder) as detailed in the company's approved regulatory training organisation expositions.
- Educate, counsel and/or discipline students in compliance with the organisation's policies and procedures.

## **SELECTION CRITERIA**

### **Qualifications**

#### Essential

- Aircraft maintenance engineering qualifications.

#### Desirable

- Diploma of Quality Auditing.
- Lead Auditor certification.
- Certificate IV in Workplace Training and Assessment.
- Certificate IV in Aeroskills.

### **Experience**

#### Essential

- Aircraft maintenance engineering background, working knowledge and experience.

#### Desirable

- Experience working with CASA and /or EASA regulations.
- Experience working in a Part 147 Maintenance Training Organisation (MTO) – CASA and/or EASA.
- Experience working with CASA Part 142 and CAR 30 approvals.
- Experience conducting audit activities within an airworthiness regulatory environment.
- Experience in process mapping, system development and drafting workplace operational processes, procedures and work instructions in order to facilitate continuous process improvement.

## **Knowledge and Skills**

### Essential

- Excellent knowledge of airworthiness regulations.
- Demonstrated knowledge of and experience applying process improvement principles in the workplace.
- Demonstrated experience and/or knowledge of how to effectively work with a diverse workforce, to ensure the workplace is safe from discrimination, bullying, harassment or sexual harassment.
- Excellent written and oral communication skills with high level attention to detail and accuracy.
- Ability to interpret and apply legislation, regulations, policies and procedures.
- Demonstrated ability to resolve issues through negotiation and consultation with other team members.
- 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.
- Strong computer literacy skills with proficiency in Microsoft Office suite of applications and the ability to become an effective user of new computer systems.

### Desirable

- Knowledge of Australian Skills Quality Authority (ASQA) standards and how compliance against these standards is maintained and demonstrated.
- Working knowledge of a quality management system such as Qudos.
- Sound knowledge and/or understanding of commercial aviation.

## **Personal Qualities**

### Essential

- Genuinely aspires to a continuous improvement philosophy.
- 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: \_\_\_\_\_