

Job Title:	RPAS Instructor
Job No:	AA148
Dept/Business Unit:	Remote Pilot
Accountable to:	National RPAS Training Manager
Reporting to:	National RPAS Training Manager
Our Vision:	To develop aviation expertise and leadership in RPAS applications.
Our Values:	Work Together, Be Accountable, Act Innovatively, Deliver on Customer Needs

PURPOSE

The RPAS Instructor is responsible for the competent delivery of relevant subjects and courses offered within the scope of Aviation Australia's approval as a registered training organisation. This includes Part 147 organisation and CASA remote pilot training approval plus additional stand alone courses relevant to the appointee's history of employment. RPAS Instructors may also be involved in course development, management and administration.

DUTIES

Key accountabilities of this role include:

- 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.
- Remain up to date with technological developments in the aerospace industry and in particular with the designated training program.
- 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 RPAS Instructor has the authority to:

- Access systems and resources relevant to training and Product Design and Development documentation generation under authorisation of the accountable / reporting manager.
- 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 CASA Remote Pilot or Commercial Pilot Licence.
- 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 current Certificate IV in Training and Assessment, or a higher recognised qualification in teaching/training.
- Part 61 Flight instructor rating.
- ELP assessor approval.

ExperienceEssential

- Remote Pilot or Commercial Pilot Licence with operational or instructional experience.

Desirable

- Demonstrated experience delivering 'aviation based' training programs.
- Military RPAS or commercial aviation experience.
- 20 Hours operational experience conducted under the approval of a Remote Operator Certificate.
- Proven experience in the vocational training sector or in a training/learning and development environment.

Knowledge and SkillsEssential

- 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 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 size 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 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.
- Preparedness to undertake training as required.

Personal QualitiesEssential

- Enthusiastic 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 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: _____