

Job Title:	Apprentice
Job No:	AA 80
Dept/Business Unit:	Technical Training
Accountable to:	Technical Training Manager
Reporting to:	Hangar Supervisor
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 Apprentice is responsible for assisting with maintenance and associated tasks in their relevant trade stream within the scope of Aviation Australia's approval as a registered Part 147 training and CAR 30 Maintenance organisation.

DUTIES

- Undertake required training and assessment towards successful completion of the Certificate IV in Aeroskills – relevant stream.
- Fulfil all administrative tasks in relation to their Certificate IV training programs including timely completion of any necessary Journals of Experience and work task documentation.
- Assist in the practical delivery requirements of trade relevant training programs within the Aviation Australia Part 147 scope of training.
- Assist in all maintenance activities within the Aviation Australia CAR 30 organisation as relevant to their trade outcomes.
- Be involved in the promotion of activities and programs offered by Aviation Australia.
- Keep up-to-date with technological developments in the aerospace industry and, in particular, the apprentice's area of expertise.
- Maintain awareness with regards to the regulatory requirements associated with Aviation Australia's engineering approvals, and other relevant Commonwealth or State/Territory legislation and Aviation Australia's policies and procedures.
- Accept appropriate delegated tasks, and the subsequent authorities and accountabilities associated with such tasks, as directed by the Aviation Australia supervisory and management team.
- 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 Apprentice has the authority to:

- Assist, under supervision, with training and assessment within the Aviation Australia Part 147 scope of approval.
- Assist, under supervision, with maintenance activities within the Aviation Australia CAR 30 scope of approval.
- Educate, counsel and/or discipline students in compliance with the organisation's policies and procedures.

SELECTION CRITERIA

Qualifications

Desirable

- A recognised qualification, acceptable to Aviation Australia, that demonstrates an approved theory course in Certificate IV in Aeroskills – relevant stream training successfully completed.

Experience

Essential

- Knowledge and understanding of Aviation Australia and the Certificate IV theory training program.
- Demonstrated ability to perform a range of basic hand skills i.e. drilling, filing, soldering, using applicable basic hand tools correctly referring to relevant approved documentation.

Desirable

- Demonstrated ability to rapidly acquire the knowledge and skills to deliver 'aviation based' technical training programs and provide maintenance activities.
- Experience in the vocational training sector or in a training/learning and development environment.

Knowledge and SkillsEssential

- 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.
- Demonstrated commitment to a safety culture.
- Well-developed problem-solving skills.
- Demonstrated ability to deal with sensitive issues and maintain confidentiality.
- Ability to interpret and apply legislation, regulations, policies and procedures.
- Strong organisational skills with the capacity to prioritise work, deal with competing demands, manage time effectively and ensure completion of tasks within deadlines.
- 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.
- 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, 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.