

Job Title:	Technical Training Manager
Job No:	AA 42
Dept/Business Unit:	Technical Training
Accountable to:	Chief Executive Officer
Reporting to:	Chief Executive Officer
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 Technical Training Manager (TTM) is responsible for the effective day-to-day operation and regulatory compliance of technical training conducted by Aviation Australia. Reporting to the CEO, the TTM is a senior member of the Executive and works closely with leaders across the business and within industry to ensure the delivery of world class technical training. The TTM plays a pivotal role in developing and leveraging industry relationships to drive business growth and deliver upon Aviation Australia's strategic objectives.

ACCOUNTABILITIES

Leadership

- Manage the provision of effective leadership.
- Provide input into key business and commercial decisions as a member of the Executive leadership group.
- Foster a culture of continuous improvement and innovation strongly aligned to Aviation Australia's strategic plan and corporate values, as well as focus on high quality student learning outcomes.
- Actively contribute to industry thought leadership and provide advice to key internal and external stakeholders by remaining up to date with global aviation market trends.
- Encourage and role model a 'just culture' approach across the business.

Technical Training

- Oversee all technical training activities including delivery of theoretical and practical training, apprentice/traineeship management, RPL assessments, and other fee for service training programs.
- Ensure technical training complies with all applicable regulatory requirements and standards including workplace health, safety and environment.
- Foster meaningful relationships with external stakeholders including regulatory bodies and key industry leaders.

Sales and Business Development

- Collaborate effectively with multiple stakeholders to identify business development and sales opportunities and implement strategies to enhance commercial outcomes through industry partnerships.
- Provide high level advice on commercial opportunities to the Executive and the Board.

Student Management

- Ensure effective leadership and mentoring is provided to all students engaged in training programs at Aviation Australia.
- Manage student behavioural issues in accordance with relevant internal procedures and industry best practice, and in consultation with Human Resources as required.

Other

- Oversee facility and asset management for technical training locations.
- Participate in evaluation, quality assurance and continuous improvement processes.
- Undertake other duties as required by the accountable manager.
- Comply with the requirements of Aviation Australia's:
 - Code of Conduct
 - Work Health and Safety legislation
 - Policies and procedures

AUTHORITIES

The Technical Training Manager has the authority to:

- Fulfil the role of Responsible Manager (Regulatory Post Holder) in accordance with the regulatory requirements detailed within various National Airworthiness Authority (NAA) such as CASA, EASA and GCAA approvals held by the organisation.
- Negotiate contract agreements with clients for approval by the CEO.
- Approve expenditure and proposals in accordance with approved financial delegations.
- Educate, counsel and/or discipline students in compliance with the organisation's policies and procedures.

SELECTION CRITERIA

Qualifications

Essential

- A recognised qualification in supervision and/or management, or equivalent experience acceptable to Aviation Australia.
- Appropriate industry qualifications applicable to the authorities required by Aviation Australia.

Desirable

- A recognised qualification in training and/or education or equivalent.
- Tertiary or post graduate qualifications in a relevant discipline.

ExperienceEssential

- Extensive management experience in a similar role in the aviation industry.
- Demonstrated experience in managing staff and programs through changing environments.
- Business development and sales experience including high level, complex strategy development.

Desirable

- Experience in the vocational training sector or in a training/learning and development environment.
- Demonstrated experience and/or knowledge and understanding of the delivery of training programs.
- Experience in the administration of contracts and management of significant projects.
- Experience in student and academic administration within an educational setting.

Knowledge and SkillsEssential

- Well developed financial and commercial acumen.
- 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.
- Ability to perceive new opportunities and develop and commercialise through partnerships within industry and develop strategies to capitalise on these opportunities.
- Contract management experience including business case development, contract term negotiation and contract finalisation.
- Excellent written and interpersonal communication skills with particular emphasis on relationship management.
- Proven ability to lead, develop and manage multi-disciplinary teams including technical and sales functions.
- Outstanding leadership, communication, interpersonal, influencing and negotiation skills including political acumen and the ability to work effectively across formal structural boundaries.
- Demonstrated ability to effectively project plan and manage multiple projects and tasks.
- Ability to interpret and apply legislation, regulations, policies and procedures, applicable preferably to a medium to large organisation.

- Demonstrated ability to resolve issues through negotiation and consultation with others.
- 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.
- Knowledge and understanding, or the ability to rapidly acquire knowledge and understanding of:
 - ASQA standards and how compliance against these standards is maintained and demonstrated.
 - Civil Aviation Safety Authority (CASA) and European Aviation Safety Agency (EASA) Part 147 regulatory requirements.
 - Relevant Commonwealth or State/Territory legislation that applies to aviation training.
- Preparedness to undertake training as required.

Desirable

- Sound knowledge and/or understanding of commercial aviation.

Personal Qualities

Essential

- Ability to provide strong leadership that motivates and empowers others to perform to their best abilities.
- Enthusiastic, energetic and motivated approach to work.
- Assertiveness and an ability to remain professional and measured in approach, regardless of the situation.
- 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.