

<b>Job Title:</b>	Technical Assessment Specialist
<b>Job No:</b>	AA146
<b>Dept/Business Unit:</b>	<b>Assessment Team / Technical Training</b>
<b>Accountable to:</b>	People and Operations Manager
<b>Reporting to:</b>	People and Operations 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 Technical Assessment Specialist is responsible for RPL (Recognition of prior learning) assessments, evaluating apprentice journals and delivering competency against Aeroskills, CASR Part 66 and EASA Part 66 qualification outcomes for apprentices, skilled workers, AME and LAME applicants. The incumbent will ensure that all assessments are conducted in accordance with Aviation Australia's policies and procedures.

## DUTIES

Key accountabilities of this role include:

- Actively build and maintain effective relationships with Assessors across the network and work together to ensure best practice for assessments.
- Proactively market Aviation Australia's products when visiting industry clients and feedback any potential interest and/or leads to the Sales and Business Development team.
- In accordance with Aviation Australia's assessment policies:
  - Conduct Recognition of Prior Learning assessments against the Australian Aeroskills training package, CASR Part 66 and EASA Part 66 qualifications;
  - Coordinate and conduct competency assessments for Aviation Australia registered apprentices in the workplace;
  - Conduct practical assessments for EASA Part 66 outcomes; and
  - Liaise with customers and produce and maintain an apprentice competency assessment visit schedule.
- Ensure all assessment documents are produced and/or amended, in accordance with NAA regulations and/or Aviation Australia's policies and procedures as appropriate.
- Maintain knowledge against the current Australian Aeroskills training package, CASA Part 66 and EASA Part 66 licencing Regulations.
- Support relevant staff to ensure compliance against ASQA, NAA and OH&S legislation and Aviation Australia's policies and procedures.

- Undertake projects requiring investigation, research and analysis of information and draft and provide reports for management as required.
- Maintain Aviation Australia's library of NAA documents to ensure ongoing currency of knowledge and up-to-date application as required.
- 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 Technical Assessment Specialist has the authority to:

- Assess compliance of International NAA AME licence regulations against CASR Part 66.
- Assess compliance of domestic Apprentice and AME licence regulations against the current Aeroskills training package and CASA Part 66.
- Educate, counsel and/or discipline students in compliance with the organisation's policies and procedures.

## **SELECTION CRITERIA**

### **Qualifications**

#### Essential

- A recognised trade certificate as an Aircraft Maintenance Engineer in a relevant stream.
- A certificate IV in Training and Assessment (TAE40116).

#### Desirable

- Appropriate industry qualification applicable to Aviation Australia.

### **Experience**

#### Essential

- Aircraft trade experience in a relevant stream.
- Aircraft industry training experience.

#### Desirable

- Experience in structuring, writing, developing and editing competency-based assessment tools.

- Civilian Aviation Maintenance experience.

## **Knowledge and Skills**

### Essential

- Demonstrated experience and/or knowledge of how to effectively contribute to a workplace that is safe from discrimination, bullying, harassment and sexual harassment.
- Sound knowledge of the current MEA Aeroskills training package, CASR Part 66 and other NAA AME licencing regulations.
- 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.
- 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 priorities 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.

### Desirable

- Knowledge and understanding, or the ability to rapidly acquire knowledge and understanding of:
  - VET standards and how compliance against these standards is maintained and demonstrated;
  - Relevant Commonwealth or State/Territory legislation that applies to aviation training.
- Ability to effectively project plan and manage multiple projects and tasks simultaneously.
- Sound knowledge and/or understanding of commercial aviation.

## **Personal Qualities**

### Essential

- 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.

