

Job Title:	Chief Examiner
Job No:	AA 19
Dept/Business Unit:	Product Design and Development
Accountable to:	Chief Executive Officer
Reporting to:	Manager Product Design and Development
Our Vision:	Creating aviation expertise and leadership
Our Values:	Work Together, Be Accountable, Act Innovatively, Deliver on Customer Needs

PURPOSE

The Chief Examiner is responsible for the day-to-day operation, conduct and regulatory compliance of Aviation Australia's examination and assessment procedures and processes.

DUTIES

Key accountabilities of this role include:

- Assume responsibility for Aviation Australia's examination compilation and staff assessment, evaluation and integrity IAW relevant regulatory documentation.
- Actively participate in and coordinate:
 - Examination question database security, access and paper compilation.
 - Examination appeals and question analysis.
 - Complete workflow development and amendments and updates for content in LCMS/LMS Systems
- Provide effective advice to Aviation Australia staff and students in regard to competent authority regulatory requirements of examinations including conduct and appeal processes.
- Ensure examination system compliance against NVR/ICAO/CASA/EASA/GCAA and any other relevant regulatory body requirements.
- Ensure the security of all Aviation Australia examination and assessment data, materials and intellectual property.
- Manage the operation of all Aviation Australia examination and assessment systems for both theory and practical.
- Actively participate in audit processes of the Aviation Australia examination system.
- Accept delegated tasks, and the subsequent authorities and accountabilities associated with such tasks, as directed by the accountable / reporting manager.
- Undertake any other duties as required including providing support to the Manager Product Design and Development as needed.
- Comply with requirements of Aviation Australia's:
 - Code of Conduct.
 - Work Health and Safety legislation.
 - Policies and procedures.

AUTHORITIES

The Chief Examiner has the authority to:

- Ensure ongoing compliance by all staff to Aviation Australia examination procedures.
- Submit proposed amendments to Aviation Australia's examination procedures.
- Evaluate staff involved in Aviation Australia examination procedures.
- Direct instructional staff in regard to examination compliance with the organisation's policy and procedures.
- Counsel and/or discipline students and instructors in compliance with the organisation's policies and procedures.

SELECTION CRITERIA**Qualifications**Essential

- Diploma in Aeroskills and CASA B category licence
- EASA B category licence
- Certificate IV in Training and Assessment (TAE40116/TAE40122)

Desirable

- Diploma of Vocational Education and Training

ExperienceEssential

- Experience in the maintenance and control of training examination systems.

Desirable

- Demonstrated ability to control Part 66 examinations under Part 147 operations.

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 capacity to analyse and interpret data and other information.
- Ability to interpret and apply legislation, regulations, policies and procedures.
- Well-developed interpersonal, written and oral communication skills.
- Demonstrated ability to resolve issues through negotiation and consultation with others.
- Strong organisational skills including the ability to prioritise work, to deal with competing demands, manage time effectively and meet deadlines.

- Well-developed problem-solving skills.
- Demonstrated ability to deal with sensitive issues and maintain confidentiality.
- Strong computer literacy skills with proficiency in Microsoft Office suite of applications, spreadsheet and production software and the ability to become an effective user of new computer systems.
- Preparedness to undertake training as required.

Personal Qualities

Essential 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 manage multiple priorities in a deadline driven environment.
- Ability to foster a customer focused working environment with the ability to build and maintain a strong rapport with staff.
- Assertiveness and an ability to remain professional and measured in approach, regardless of the situation.
- Ability to work both independently and within a flexible team environment.
- Willingness and ability to demonstrate initiative and accept responsibility.