

	<b>Job Description</b>	<b>AA PC PRO 05a</b>
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**Job Title:** Chief Examiner

**Job No:** AA 19

**Department/Business Unit:** **Product Design and Development**

**Accountable to:** CASA – Chief Executive Officer  
AA – Chief Academic Officer

**Reporting to:** Manager Product Design and Development

**Our Vision:** Be Australia’s leading provider of training for the aviation and aerospace industries.

**Our Values:** Safety at the Heart of Everything We Do, Work Together, Be Accountable, Act Innovatively, Deliver on Customer Needs.

**PURPOSE**

The Chief Examiner fulfills 2 roles within Aviation Australia. They are responsible for the construction, day-to-day operation, and conduct of all assessment that occur throughout AA’s delivery locations as well as the regulatory compliance of Aviation Australia’s examination and assessment procedures and processes against its aviation regulatory approval requirements.

**DUTIES**

- Provide supervision, leadership and management across all Aviation Australia assessment practices both theoretical and practical.
- Manage Aviation Australia’s examination compilation and staff assessment, evaluation and integrity IAW relevant regulatory requirements.
- Manage:
  - Examination question database security, access and paper compilation.
  - Training and performance of examination invigilators.
  - Provide advice on amendments and updates for content in LCMS/LMS Systems based on available evidence.
- Ensure authority regulatory requirements of examinations including conduct and appeal processes are implemented.
- Ensure examination system compliance against ASQA/NVR/ICAO/CASA/EASA/GCAA and any other relevant regulatory body requirements.
- Manage and maintain the security of all Aviation Australia examination and assessment data, materials and intellectual property.

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- Actively participate in the construction of examination questions, practical tasks and quizzes for implementation at Aviation Australia.
- Actively participate in audit processes of the Aviation Australia examination system.
- 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

## RESPONSIBILITIES

The Chief Examiner is responsible for:

- The successful provision and execution of theoretical examinations and practical assessments in accordance with Regulatory approvals
- Ensuring that sufficient questions are available to produce multiple examinations in a randomised question format to cover the regulatory syllabus requirements.
- The selection of questions/examinations/assessment tasks to be undertaken, appropriate to the particular phase of the training course.
- Managing the security of the regulatory question database, including all summative examinations prior to delivery and following examination completion.
- The approval of all examiners, invigilators and practical assessors.
- The invigilation of examinations, ensuring that the conditions for examination comply with Regulations.
- The marking of completed examinations in accordance with aviation regulatory approval standards.

## 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.
- Educate, counsel and/or discipline students 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

**Experience**Essential

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

Desirable

- Demonstrated ability to control Part 66 examinations under Part 147 operations.
- Experience in the vocational training sector or in a training/learning and development environment.

**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.
- 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.