

<b>Job Title:</b>	Project Lead – RPAS & Autonomous Technologies
<b>Job No:</b>	AA 174
<b>Dept/Business Unit:</b>	<b>RPAS &amp; Autonomous Technologies</b>
<b>Accountable to:</b>	Chief Academic Officer
<b>Reporting to:</b>	Global RPAS & Autonomous Technologies 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 Safety - at the Heart of Everything we do

## **PURPOSE**

The Project Lead – RPAS & Autonomous Technologies is responsible for investigating, developing and managing the design, development and implementation of projects including training and consulting projects in the RPAS & Autonomous Technologies department that are identified in the departments strategic and action plans or as assigned from executive.

## **DUTIES**

- Carry out project management activities from initial ideation through to completion.
- Manage key relationships between AA and our RPAS & Autonomous clients ensuring training/project deliverables are met.
- Provide regular reporting and progression updates on projects against account key objectives and agreed KPI's.
- Co-ordinate people and processes to deliver projects on time, within budget and with the desired outcomes aligned to objectives.
- Utilise project management software and tools.
- Define project resource requirements and manage resource availability and allocation both internally and third party.
- Represent AA at stakeholder and industry engagement opportunities
- Participate in evaluation, quality assurance and continuous improvement processes.
- Undertake other duties as required by the accountable / reporting manager and senior management.
- Contribute in the delivery of operations both domestically and internationally.

- Comply with the requirements of Aviation Australia's:
  - Code of Conduct
  - Work Health and Safety legislation
  - Policies and procedures

## **AUTHORITIES**

The Project Lead – RPAS & Autonomous Technologies has the authority to:

- Ensure all projects maintain the personal safety of students and other instructors involved in the delivery of training programs offered by Aviation Australia in their assigned areas/States.
- Educate students in compliance with the organisation's policies and procedures.

## **SELECTION CRITERIA**

### **Qualifications**

#### Essential

- A minimum Diploma of Project Management or higher qualification.
- Evidence of being a strong communicator and collaborator with stakeholders at all levels.

#### Desirable

- A Certificate IV in Training and Assessment or the ability to obtain the competencies associated with the Certificate IV, or a higher recognised qualification in teaching/training.
- CASA Pilot Licence or Remote Pilot Licence

### **Experience**

#### Essential

- A minimum of 2-3 yrs experience in project delivery, backed by a proven track record in delivery of remote pilot services, autonomous systems or systems integration projects within aviation sector.
- Demonstrated experience in the development and implementation of change management strategies.
- Demonstrated experienced leading corporate projects with a focus on effective communication and fostering positive stakeholder relationships.
- Project management experience resulting in the successful implementation of key business objectives.

Desirable

- Experience in the vocational training sector or in a training/learning and development environment.
- Experience working in the aviation or aerospace industry and/or an understanding of commercial aviation.
- Experience working in a culturally diverse environment.

**Knowledge and Skills**Essential

- A thorough knowledge of project management methodology.
- Superior relationship development and management skills.
- 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.
- 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.
- Ability to interpret and apply legislation, regulations, policies and procedures.
- 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.
- 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.
- Preparedness to undertake training and travel as required.

Desirable

- Sound knowledge and/or understanding of commercial aviation.

**Personal Qualities**Essential

- Enthusiastic, energetic and motivated approach to work.

- Assertive with an ability to remain professional and measured in approach, regardless of the situation.
- Actively able to 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.