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Job Title:	Senior Storeperson
Job No:	AA 37
Department/Business Unit:	Technical Training
Accountable to:	Practical Training Manager
Reporting to:	Hangar Supervisor
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 Senior Storeperson is responsible for the supervision and efficient implementation of the Stores system requirements as per the company CAR 30 Maintenance Organisation Exposition (MOE) document across all locations. This role serves as the primary point of contact for students requiring access to tools held in the stores for practical training. With students at various stages of their learning journey, this position plays a crucial role in ensuring their safety, skill development, and overall education. The Senior Storeperson is expected to uphold and support the educational environment, fostering a culture of professionalism, mentorship, and continuous learning for both students and staff.

DUTIES

- Supervise and participate in the maintenance of accurate records of all stores and related documentation in accordance with the Aviation Australia CAR 30 MOE.
- Supervise and participate in all processes for item and parts storage, order, receipt, despatch and issue all stores as per the procedure of the Aviation Australia CAR 30 MOE.
- Supervise and participate in the storing, issuing, receiving and tracking of all company tooling, inclusive of that borrowed from outside the company.
- Ensure the company Tool Register is maintained and updated as required.
- Provide various reports, as required by the Aviation Australia CAR 30 MOE, to the relevant company internal departments in regards to stores issues, stock levels, expenditures, shelf life expiry, calibrated items, etc.
- Prepare and submit all expenditure requests for items required / requested through the Store and process the purchase orders for these items as required.
- Maintain currency of awareness and compliance with the requirements of the Competent Authority with respect to provisions of legislation relating to the approved store.

- Participate in the promotion of activities and programs offered by Aviation Australia.
- Keep up to date with technological developments in the aerospace industry and in particular, the appointee's area of expertise.
- Undertake other duties as required by the accountable / reporting Manager and Senior Management.
- Assist the Technical Training Managers (TTM) in all campuses with all items related to processes for item and parts storage, order, receipt, despatch and issue all stores as per the procedures.
- Ensure all practical training kits and or parts are prepared prior to training delivery
- Conduct test and tagging of electrical equipment as appropriate.
- 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 Senior Storeperson has the authority to:

- Act in the capacity of an Inwards Goods Inspector under authorisation of the Quality Assurance Manager.

SELECTION CRITERIA

Qualifications

Essential

- Current "C" Class Drivers Licence.
- Test and Tags Qualification

Desirable

- Certificate IV in Warehouse Operations.
- Current forklift licence.

ExperienceEssential

- Demonstrated experience in the operation and administration of a CAR 30 approved Supply and Stores operation.

Desirable

- Previous experience using a Stores management database.
- Previous experience operating a forklift in a store/warehousing environment.
- Knowledge of aviation and/or previous experience in the aviation industry.
- Experience in the vocational training sector or in a training/learning and development environment.

Knowledge and SkillsEssential

- Ability to interpret and apply legislation, regulations, policies and procedures, applicable preferably to a medium to large organisation.
- Excellent interpersonal, written and oral communication skills.
- Demonstrated ability to resolve issues through negotiation and consultation with other team members.
- 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 and the ability to become an effective user of new computer systems.
- Understanding of educational philosophy and skills and a desire to assist instructors in the training of students
- Preparedness to undertake training as required.

Personal QualitiesEssential

- Enthusiastic, energetic 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.