

<b>Job Title:</b>	Technical Subject and Question Writer
<b>Job No:</b>	AA 25
<b>Dept/Business Unit:</b>	<b>Curriculum Design &amp; Development</b>
<b>Accountable to:</b>	Manager - Curriculum Design & Development
<b>Reporting to:</b>	Manager - Curriculum Design & Development
<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 Subject and Question Writer is responsible for the development, maintenance and continuous improvement of courseware and assessments within their area of expertise with respect to currency, quality, content and relevance, including alignment to all relevant syllabuses of training and Aviation Australia Course Plans.

## **DUTIES**

- Develop, maintain and continuously improve courseware and assessments including Examination Question Banks to the required standard in accordance with all Aviation Australia requirements, liaising with the Subject Matter Expert (SME) when outside area of expertise.
- Participate as the SME in Appeals Panel preparing materials and providing recommendations to the reporting manager and relevant staff as required.
- Participate in personal development to extend SME status to cover trade stream.
- Monitor, evaluate and recommend improvements to Aviation Australia resources, raising Help Desk requests within the required timeframes.
- Participate in the continuing review of courseware and assessments material against relevant courseware.
- Maintain awareness with regards to relevant Commonwealth or State / Territory legislation, regulatory authority regulations and Aviation Australia's policies and procedures.
- Remain up to date with technological developments in the aerospace industry and, in particular, the appointee's area of expertise.
- Monitor and self-evaluate personal performance to ensure a high standard is maintained.
- Be actively involved in the promotion of activities and programs offered by Aviation Australia.
- Accept delegated tasks, and the subsequent authorities and accountabilities associated with such tasks, as directed by the accountable / reporting manager and senior management.
- 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 Subject and Question Writer has the authority to:

- Quality control and certify for completion of knowledge assessment in the appointee's area of tasking.
- Educate, counsel and/or discipline students in compliance with the organisation's policies and procedures.

## **SELECTION CRITERIA**

### **Qualifications**

#### Essential

- A recognised trade certificate or licence as an Aircraft Maintenance Engineer or Aviation Trade stream.
- Certificate IV in Training and Assessment or higher recognised qualification in teaching / training.

### **Experience**

#### Essential

- Demonstrated aviation expertise in the Avionics or \*Mechanical trades. \*Mechanical to include Structures knowledge; or
- Demonstrated aviation expertise in an aviation specific trade stream.

### **Knowledge and Skills**

#### Essential

- Demonstrated knowledge and understanding of:
  - EASA and CASR Part 66, Part 145 and Part 147 regulations relating to the appointee's area of expertise.
  - ASQA standards and how compliance against these standards is maintained and demonstrated.
  - Relevant Commonwealth or State / Territory legislation that applies to aviation training.
- Ability to interpret and apply legislation, regulations, policies and procedures.

- Excellent written and oral communication skills with strong command of the English language.
- Strong language, literacy and numeracy skills.
- 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.
- High level 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.
- 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.

## **Personal Qualities**

### Essential

- 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 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.