

	<b>Job Description</b>	<b>AA P&amp;C PRO 05a</b>
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<b>Job Title:</b>	Stores Person - Aviation Australia Training Academy – Townsville. (AATAT)
<b>Job No:</b>	AA 60
<b>Dept/Business Unit:</b>	Technical Training
<b>Accountable to:</b>	National Technical Training Manager (NTTM)
<b>Reporting to:</b>	AATAT Technical Lead/ Practical Training
<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>	<b>Safety</b> – At the Heart of Everything We Do, Work Together, Be Accountable, Act Innovatively, Deliver on Customer Needs.

## PURPOSE

The Stores Person is responsible for the day-to-day operations and efficient implementation of the Stores system requirements to support the successful delivery of practical training in the Aviation Australia Training Academy – Townsville. (AATAT)

## DUTIES

- Maintain accurate records of all stores and related documentation in accordance with policies and procedures.
- Carry out all processes for parts storage, order, receipt, despatch and issue of all stores Items as per Aviation Australia's procedures .
- Carry out all processes for parts storage, order, receipt, despatch and issue of all Store Items in support of Technical Training and the operations of the Aviation Australia Training Academy - Townsville.
- Provide counter service, including the issuing of parts, student practical kits, PPE, tools, consumables, etc and assist staff and students with using the Store's requisition software.
- Maintain in good working order, lubricate store tools, all hangar and workshop tool boards and equipment, including test and tag and calibration.
- Maintain and update the company Tool Register and Aircraft Maintenance System as required.
- Store, issue, receive and track the use of all company tooling, inclusive of that borrowed from outside the company.
- Ensure requirements and equipment for the future delivery of courses in the practical spaces is available and in good working order.
- Carry out store duties, including:
  - Parts pick up and deliveries,
  - Maintain tool tags – repair and new,

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- Maintain locker keys and register,
- Student uniform fittings, orders and issues,
- Operate forklift for unloading/loading of stores.
- Carry out minor facilities and equipment maintenance within the Aviation Australia Training Academy - Townsville as required.
- 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 Stores Person has the authority to:

- Act in the capacity of an Inwards Goods Inspector under authorisation of our risk and compliance division.
- Educate, counsel and/or discipline students in compliance with the organisation's policies and procedures.
- Operate all software that relates to stores

## **SELECTION CRITERIA**

### **Qualifications**

#### Essential

- Current "C" Class Drivers Licence.
- Current forklift licence

#### Desirable

- Qualification/s relevant to performing minor facility maintenance.

### **Experience**

#### Essential

- Demonstrated experience in the operation and administration of a Supply and Stores.
- Relevant experience in minor facility maintenance and / or demonstrated ability to perform minor facility maintenance.

#### Desirable

- Previous experience operating a forklift in a store/warehousing environment.

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- Knowledge of aviation and/or previous experience in the aviation industry.
- Experience working in the defence sector or as a member of the defence forces is seen as advantageous.

## Knowledge and Skills

### Essential

- 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.
- Ability to interpret and apply legislation, regulations, policies and procedures.
- Strong organisational skills with the capacity to prioritise work, deal with competing demands, manage time effectively and ensure completion of tasks within deadlines.
- 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 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.

## 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.

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- 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.