

	<b>Job Description</b>	<b>AA P&amp;C PRO 05a</b>
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<b>Job Title:</b>	Planning and Scheduling Coordinator
<b>Job No:</b>	AA 66
<b>Dept/Business Unit:</b>	<b>Technical Training/Assessments</b>
<b>Reporting to:</b>	Planning and Scheduling Manager
<b>Our Vision:</b>	The aviation and aerospace Centre of Excellence for learning and development
<b>Our Values:</b>	Safety – At the Heart of Everything We Do, Work Together, Be Accountable, Act Innovatively, Deliver on Customer Needs

## PURPOSE

The Planning and Scheduling Coordinator is responsible for the day-to-day scheduling and administrative tasks related to the scheduling of Aviation Australia's programs and must be committed to high quality output and be flexible and responsible to client needs.

## DUTIES

- Coordinate the development and maintenance of training schedules for instructors and assessors across all Aviation Australia locations.
- Coordinate and allocate all staffing, facility and equipment resources within budget requirements to ensure successful delivery of all training programs.
- Maintain a comprehensive understanding of instructor and assessor skill sets and proactively identify any potential skill shortages that could impact training delivery.
- Work in conjunction with Planning and Scheduling Manager, and Business Unit Managers/Supervisors to understand upcoming leave requirements for instructors and assessors to ensure these are reflected in the training schedule and appropriate resourcing is managed.
- Liaise with the Business Unit Managers and the QEA Practical Training Manager regarding resourcing requirements and/or issues and provide regular scheduling reports to inform business decisions.
- Work closely with the Planning and Scheduling Manager to ensure the scheduling of room bookings and instructor attendance sheets are accurately reflected in the system.
- Provide accurate reports and scheduling insights to *inform* Executive reporting and external stakeholder meetings.
- Respond promptly and professionally to enquiries from internal customers ensuring a high level of service and support.
- Provide scheduling advice and utilisation analysis, contributing to informed decision-making on resource allocation and project impacts across workforce planning. Participate in evaluation, quality assurance and continuous improvement processes.

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- 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 Planning and Scheduling Coordinator has the authority to:

- Coordinate the scheduling for all instructors and assessors.
- Access systems relevant to training administration functions under authorisation of the Planning and Scheduling Manager

## **SELECTION CRITERIA**

### **Qualifications**

#### Desirable

- A diploma or higher-level qualification in Business Administration, Business or a related discipline or equivalent.

### **Experience**

#### Essential

- A minimum of 2 years' experience in a high demand scheduling role or similar administrative role.
- Exposure to Higher Education and/or Aviation Industry
- Experience utilising records and document management systems, particularly scheduling focused.
- Experienced in Microsoft suite of programs and advanced Excel skills for resource and logistics planning and scheduling

#### Desirable

- Experience in the vocational training sector or in a training/learning and development environment.
- Experience in an aviation industry.

### **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 perform in 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 and exercise judgement or seek management assistance in the interpretation of same.
- 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 as required.

#### Desirable

- Knowledge and/or understanding, or the ability to rapidly acquire knowledge and understanding of:
  - VET standards and how compliance against these standards is maintained and demonstrated;
  - Relevant Commonwealth or State/Territory legislation that applies to aviation training.

#### **Personal Qualities**

##### Essential

- Detail oriented and organised, demonstrating precision in scheduling and documentation.
- Builds strong working relationships across teams and can balance operational needs with understanding of the workforce dynamics.
- Responds calmly and effectively to shifting prioritise, urgent requests, and evolving compliance requirements.
- Uses data and feedback to refine processes, improve efficiency, and support continuous improvement.

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- 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.
- Maintains a high standard of service when liaising with external clients, students and internal stakeholders.
- Willingness and ability to demonstrate initiative and accept responsibility.