

	Job Description	AA P&C PRO 05a
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Job Title	Technical Trade Assistant
Job No:	AA176
Department:	Technical Training
Accountable to:	National Technical Training Manager
Reporting to:	Hangar Supervisor
Our Vision:	The aviation and aerospace Centre of Excellence for learning and development
Our Values	Work Together, Be Accountable, Safety at the Heart, Act Innovatively, Deliver on Customer Needs

PURPOSE

This Technical Trade Assistant role is responsible for the preparation of practical training equipment and training aids and for supporting the practical training activities of Aviation Australia (AA). The Technical Trade Assistant will support instructors during the delivery of practical training to ensure the successful and safe delivery of a high-quality practical training experience.

RESPONSIBILITIES

Key accountabilities of this role include:

- Training Aids Maintenance
 - Inspect, clean and maintain training aids and static aircraft within hangars and workshops.
 - Prepare training aids and aircraft for safe use by students and for customer events as required.
- Facilities Maintenance
 - Maintain cleanliness and order of the hangar and workshops to ensure safety and compliance, as directed.
 - Conduct minor repairs to facilities as required and directed.
- Secondary Safety Supervisor
 - Ensure safety in the practical training environment by assisting practical instructors with the supervision of students, ensuring they are following procedures and working safely.
- Stores Operation and Upgrade
 - Assist with backfilling Stores roles when required.

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- Ensure that all training aids and tools being dispatched for training at other AA locations are in a fit-for-purpose order.
- Assist in the receiving/unloading of goods.
- Assist in preparing Stores to become CAR 30 approved with the eventual goal of Part 145 approval.
- 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 Trade Assistant has the authority to:

- Educate, counsel and/or discipline students in compliance with the organisation's policies and procedures.

SELECTION CRITERIA

Qualifications

Essential

- LF HRWL (Forklift Licence)

Desirable

- Certificate IV Aeroskills
- Certificate IV Training and Assessment
- Working at Heights and Evaluating Work Platform (EWP)

Experience

Essential

- Stores or warehousing support role where meeting deadlines and timelines is essential.

Desirable

- Basic aviation industry experience.

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- Experience in the vocational training sector or in a training/learning and development environment.
- Experience in a CAR30 Parts/Tooling Store or other similar warehouse operations.

Knowledge and Skills

Essential

- Strong organisational skills with the capacity to prioritise work, deal with competing demands, manage time effectively and ensure completion of tasks within deadlines.
- Basic hand skills and technical knowledge, preferably of the Aviation Maintenance Environment.
- 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 always display a courteous and professional manner.
- Excellent written and oral communication skills with high level attention to detail and accuracy.
- Ability to interpret and apply legislation, regulations, policies and procedures as required.
- Demonstrated ability to resolve issues through negotiation and consultation with other team members.
- Well-developed problem-solving skills.
- 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 are unsafe, non-compliant, 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 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.