

<b>Job Title:</b>	Tertiary Academic Tutor
<b>Job No:</b>	AA206
<b>Reporting to:</b>	Executive Dean of Higher Education and Emerging Technologies
<b>Department:</b>	Higher Education – Higher Education & Emerging Technology
<b>Our Vision:</b>	The aviation and aerospace Centre of Excellence for learning and development
<b>Our Values</b>	Work Together, Be Accountable, Safety at the Heart, Act Innovatively, Deliver on Customer Needs

## PURPOSE

The Tertiary Academic Tutor provides high-quality academic support and learning facilitation to students enrolled in accredited and/or non-accredited tertiary programs delivered by Aviation Australia (AA) in partnership with Central Queensland University (CQU). The role focuses on enhancing student learning outcomes through tutoring, academic guidance, assessment support, and learner engagement while ensuring compliance with RTO and regulatory requirements.

## RESPONSIBILITIES

The Tertiary Academic Tutor reports to the Executive Dean of Higher Education and Emerging Technologies at AA and may be required to perform any of the following tasks:

### Teaching and Learning Support

- Deliver high-quality small group and one-on-one tutoring sessions in accordance with approved training and assessment strategies, ensuring alignment with learning objectives and student needs.
- Provide effective academic support to students by clarifying course content, explaining assessment requirements, and reinforcing academic expectations to enhance learning outcomes.
- Facilitate active learning through workshops, tutorials, and online learning environments.
- Apply inclusive teaching practices to support diverse learners, including international and equity-group students.

### Assessment Support

- Provide guidance on assessment tasks without compromising assessment integrity.
- Assist students to develop academic skills such as research, critical thinking, referencing, and academic writing, to support their overall academic performance and independence.
- Support reasonable adjustment strategies in line with individual learner needs and AA/CQU policies.

### Student Engagement and Progress

- Monitor learner progress and identify students at risk.
- Provide timely feedback and academic coaching to support retention and completion.
- Refer students to appropriate academic or wellbeing support services when required.

**Compliance and Quality Assurance**

- Operate in compliance with the higher education principles, and organisational policies.
- Maintain accurate student records and documentation as required.
- Participate in moderation, validation, and continuous improvement activities.

**Collaboration and Professional Practice**

- Work collaboratively with trainers, assessors, and academic staff.
- Contribute to curriculum improvements and learner resources where required.
- Maintain currency in discipline knowledge, teaching practice, and vocational education standards.

**General**

- Act within the scope of your authority, own your decisions and consider the impact on colleagues, customers and AA industry partners, complete ad hoc tasks in line with the scope and responsibilities of this role.
- Act in alignment with AA's values, policies, and legal obligations.
- Communicate with clarity and consistency, actively listen to others, and contribute thoughtfully to conversations to support collaboration and informed decision-making.
- Foster a culture of cooperation, innovation, and shared success by promoting and modelling the established values of Work Together, Be Accountable, Safety at the Heart, Act Innovatively and Deliver on Customer Needs.

**SELECTION CRITERIA****Qualifications and Experience**

- Masters or PHD level qualification in Engineering Science, or an equivalent qualification.
- Minimum of 1-2 years' experience working as an academic tutor, preferably with demonstrated expertise in one or more of the following areas:
  - Mechanical and Avionic Engineering
  - Mathematics
  - Fundamental Engineering subjects
- Ability to facilitate engaging small group and one-on-one tutoring sessions in-person and online.
- Demonstrated ability to deal with sensitive issues and maintain confidentiality.
- Excellent 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.
- Intermediate knowledge of Microsoft 365 applications and the ability to become an effective user of new computer systems.
- Preparedness to undertake training as required.

**Eligibility Requirements**

- Employment is subject to the successful completion of relevant pre-employment screening, which may include verification of work rights, criminal history, reference, qualification and licence checks, medical assessments, and drug and alcohol testing.
- Ability to safely perform the inherent physical and functional requirement of the position.
- Where required, it is a condition of employment that all employees are willing and able to obtain and maintain a Working with Children Check or equivalent check for the relevant state of employment in

Australia, for the duration of their employment with AA.

### **Behavioural Competencies**

Our purpose is to inspire and develop world-leading professionals for the aviation and aerospace industries through innovative learning and a commitment to safety and sustainability. To achieve this, we must live by our **values**—every day, in every interaction.

#### **Work Together**

Teamwork is essential for fostering a culture of cooperation, innovation, and shared success within the workplace. It not only contributes to the effective achievement of business objectives but also enhances the work experience for individuals, leading to a more engaged and committed workforce.

#### **Be Accountable**

Accountability fosters trust, improves performance, and contributes to a positive and productive work environment. It's essential for individual success and the overall success of the team and organisation that we are accountable for our actions and responsibilities.

#### **Safety at the Heart**

Prioritising the protection and well-being of staff, students, customers and visitors of Aviation Australia, ensuring that all operations and activities are conducted in a manner that minimises risk and prevents harm.

#### **Act Innovatively**

Acting innovatively at work is not just about generating new ideas; it's about creating value through those ideas in ways that benefit the organisation, its employees, customers, and the broader community. It's a fundamental aspect of thriving in a complex, ever-changing business landscape and it keeps us relevant in the marketplace.

#### **Deliver on Customer Needs**

Delivering on customer needs is a strategic imperative that impacts nearly every aspect of our business, from product development to classroom delivery, marketing, sales, and customer service. It's about creating value that resonates with customers, ensuring their satisfaction, loyalty, and advocacy.