

	Job Description	AA P&C PRO 05a
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Job Title:	Regulatory Compliance Manager
Job No:	AA158
Reporting to:	Head of Risk and Compliance
Department:	CEO/Executive > Risk and Compliance
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

The Regulatory Compliance Manager is responsible for ensuring Aviation Australia's relevant training operations are compliant with the requirements of all relevant legislation and regulations. This role holds accountability for leading and managing the Regulatory Compliance team.

RESPONSIBILITIES

As the Regulatory Compliance Manager, you will:

- Be accountable for the maintenance of and initiation of regulatory approvals required for Aviation Australia to deliver on its objectives.
- Liaise with regulatory authorities to assist them in ensuring Aviation Australia has the relevant approvals in place and remains compliant with all such approvals. This includes:
 - CASA
 - EASA
 - ASQA
 - CRICOS
 - Additional Australian regulators as required
 - Additional second country regulators as required
- Monitor the operations of the company to ensure compliance with regulatory requirements, including airworthiness regulations, providing feedback to the business where required, including recommendations for rectifications where applicable.
- Plan, schedule and coordinate internal and external audits including:
 - engaging external auditors,
 - conducting internal regulatory compliance audits,
 - identifying deficiencies and opportunities for improvement,
 - distributing audit reports,
 - monitoring the completion of audit rectifications, and
 - providing reports on audit outcomes to relevant stakeholders.
- Work with the Head of Risk and Compliance to facilitate a continuous improvement environment in which the company's resources are focused on satisfying internal and external customer requirements.
- Guide Aviation Australia through the deployment of airworthiness related quality systems and certification processes.
- Develop and maintain documentation of processes and operating procedures relevant to your areas of responsibility.
- Undertake other duties as required by the accountable / reporting manager
- Comply with the requirements of Aviation Australia's:
 - Code of Conduct
 - Work Health and Safety legislation
 - Policies and procedures
- The Regulatory Compliance Manager holds principal authority to act as Aviation Australia's Quality Manager (Postholder) as detailed in the company's approved RTO expositions.

Leadership & People Management

- Lead and engage the Regulatory Compliance team through regular check-ins, supporting biannual goal setting and facilitating meaningful one-on-one performance conversations.
- Identify and nurture emerging talent within direct report team, provide meaningful responsibilities to develop capability and safeguard continuity through effective succession planning.
- Act within the scope of your authority, own your decisions and consider their impact on colleagues, customers and AA industry partners
- Communicate with clarity and consistency, actively listen to others, and contribute thoughtfully to conversations to support collaboration and informed decision-making.
- Act in alignment with Aviation Australia's values, policies, and legal obligations.
- 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

- Bachelor or higher-level qualification majoring in Governance, Risk and Compliance (preferred), plus
- Lead Auditor certification or formal quality auditing qualification (preferred), and
- Experience working in a Part 147 Maintenance Training Organisation (MTO) – CASA and/or EASA.
- Experience working with CASA Part 142 and Part 145/CAR 30 approvals.
- Experience conducting audit activities within an airworthiness regulatory environment.
- Experience in process mapping, system development and drafting workplace operational processes, procedures and work instructions in order to facilitate continuous process improvement.
- Excellent communication skills (both written and verbal) and the ability to manage multiple tasks, prioritise effectively, and meet agreed deadlines.
- Ability to deal with sensitive matters professionally and maintain confidentiality.
- Demonstrated ability to resolve issues through negotiation and consultation with others.
- Ability to interpret and apply legislation, regulations, policies and procedures.

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 performing the inherent physical and functional requirements of the position.
- 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 Aviation Australia.

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

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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.