

<b>Job Title:</b>	Apprentice
<b>Streams:</b>	Avionics and Mechanical
<b>Job No:</b>	AA 80
<b>Department / Business Unit:</b>	Technical Training
<b>Accountable to:</b>	Technical Training Manager
<b>Reporting to:</b>	Senior LAME
<b>Our Vision:</b>	Creating aviation expertise and leadership
<b>Our Values:</b>	Work Together - Be Accountable - Deliver on Customer Needs - Act Innovatively

## PURPOSE

The position of Apprentice is responsible for assisting with maintenance and associated tasks in their relevant trade stream within the scope of Aviation Australia's approval as a registered Part 147 training and CAR 30 Maintenance organisation.

## DUTIES

- Undertake required training and assessment towards successful completion of the Certificate IV in Aeroskills – relevant stream.
- Fulfil all administrative tasks in relation to their Certificate IV training programs including timely completion of any necessary Journals of Experience and work task documentation.
- Assist in the theory and practical delivery requirements of trade relevant training programs within the Aviation Australia Part 147 scope of training.
- Assist in all maintenance activities within the Aviation Australia CAR 30 organisation as relevant to their trade outcomes.
- Be involved in the promotion of activities and programs offered by Aviation Australia.
- Keep up-to-date with technological developments in the aerospace industry and, in particular, the apprentice's area of expertise.
- Maintain awareness with regards to the regulatory requirements associated with Aviation Australia's engineering approvals, and other relevant Commonwealth or State/Territory legislation and Aviation Australia's policies and procedures.
- Accept appropriate delegated tasks, and the subsequent authorities and accountabilities associated with such tasks, as directed by the Aviation Australia supervisory and management team.
- Undertake other reasonable duties as required by Aviation Australia's supervisory and management team.
- Comply with the requirements of Aviation Australia's:
  - Code of Conduct.
  - Work Health and Safety legislation.
  - Policies and procedures

## **AUTHORITIES**

The Apprentice has the authority to:

- Assist, under supervision, with training and assessment within the Aviation Australia Part 147 scope of approval.
- Assist, under supervision, with maintenance activities within the Aviation Australia CAR 30 scope of approval.
- Assist with the education and/or discipline of students in compliance with Aviation Australia's policies and procedures.

## **SELECTION CRITERIA**

### **Qualifications**

#### Desirable

- A recognised qualification, acceptable to Aviation Australia, that demonstrates an approved theory course in Certificate IV in Aeroskills – relevant stream training successfully completed.

### **Experience**

#### Essential

- Knowledge and understanding of Aviation Australia and the Certificate IV theory training program.
- Demonstrated ability to perform a range of basic hand skills i.e. drilling, filing, soldering, using applicable basic hand tools correctly referring to relevant approved documentation.

#### Desirable

- Demonstrated ability to rapidly acquire the knowledge and skills to deliver 'aviation based' technical training programs and provide maintenance activities.

### **Knowledge and Skills**

#### Essential

- Superior interpersonal and customer service skills with the ability to display a courteous and professional manner at all times.
- Excellent written and oral communication skills with high level attention to detail and accuracy.
- Demonstrated ability to resolve issues through negotiation and consultation with other team members.
- Demonstrated commitment to a safety culture.
- Well-developed problem-solving skills.
- Demonstrated ability to deal with sensitive issues and maintain confidentiality.
- The ability to achieve the skills to interpret and apply legislation, regulations, policies and procedures and exercise judgement or seek management assistance in the interpretation of same.
- The ability to achieve 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.

## Personal Qualities

### Essential

- Enthusiastic, energetic and motivated approach to work.
- Emotionally resilient in a fast-paced teaching environment.
- 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.
- 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.

## ORGANISATIONAL COMPETENCIES

Competency	Level	Example – Description of Behaviour <i>(Refer to Competency Dictionary and Development Guide for all behavioural descriptors)</i>
Customer Focus	1	Presents a positive, professional corporate image when interacting with internal and external customers.
Teamwork	1	Works effectively in a team by showing a level of commitment to the team, being a willing contributor to group activities and seeking to help others where necessary.
Drive for Results	1	Takes personal responsibility to complete and deliver outcomes on time, to a professional standard.
Communication	1	Demonstrates effective interpersonal skills when interacting with all stakeholders, developing a positive rapport.  Ensures all verbal and written communication is presented in an informative, logical, professional and fluent manner.
Technical Skills	1	Demonstrates an in-depth technical knowledge of own area and a broader understanding of other operational functions of the business.
Holding People Accountable	1	Holds self and others accountable for timely, measurable, high-quality and cost-effective results.

## JOB DESCRIPTION AGREED

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_