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## POSITION DESCRIPTION

# Flying Instructor

Position Level	3-6
Faculty/Division	Science
Position Number	ADMIN ONLY
Original document creation	September 2023

### Position Summary

The School of Aviation offers undergraduate and postgraduate programs that include flying training. The Flying Operations Unit at Bankstown Airport, delivers flying and aeronautical knowledge training as required by Civil Aviation Safety Authority (CASA) and facilitates airborne research activities.

Flying Instructors conduct airborne and simulated flying instruction and the associated ground training and act as flight crew for airborne research operations.

Flying instructors must be appropriately qualified in accordance with civil aviation legislation and have demonstrated a willingness and ability to conduct flying training operations and the associated activities safely, skillfully and in accordance with policy and procedures. Flying Instructors work closely with students and must take responsibility for their safety and progress, providing an environment where students are able to realise their potential.

The Flying Instructor reports to the Head of Operations and has nil direct reports.

### Accountabilities

Specific accountabilities for this role include:

Level 3

- Deliver safe, efficient and practical airborne and simulated flying instruction to students, including associated ground instruction, to the level defined by CASA qualification and any limitations imposed by the Head of Operations.
- Monitor, promote and comply with instructions, policies and procedures specified in the UNSW Aviation Operations Manual.
- Maintain accurate student training records and operational documentation.

- Participate in activities that support the School's objectives including safety, marketing, and operational initiatives.
- If applicable, conduct valid assessments of students for their 'first solo' flight, and authorise first solos when student performance, environmental and operational conditions allow, in accordance with established procedures.
- If applicable, conduct knowledge deficiency report assessments for Recreational and Commercial Pilot Licence aeronautical knowledge subjects.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

#### Level 4 (in addition to level 3)

- Deliver safe, expert, and efficient practical airborne and simulated flying instruction to students and staff members, including associated ground instruction, to the level defined by CASA qualification and any limitations imposed by the Head of Operations.
- If applicable, provide operational supervision of other flying instructors and students, by providing guidance on flying school operations, advice and assistance about operational matters and by monitoring safety critical decisions made by pilots intervening where necessary.
- Maintain detailed awareness of the flying schedule, the weather, and the operational status of aeroplanes and FSTDs.
- Make decisions with respect to continued flight or otherwise in the event of a problem, including problems related to weather, aeroplane unserviceability and flight crew welfare.

#### Level 5 (in addition to level 4)

- Conduct flying training for the purpose of the issue of multi-engine aeroplane class ratings and instrument ratings.
- Provide operational supervision and expert guidance in relation to the conduct of multi-engine flying training operations conducted under visual and instrument flight rules.
- Mentor other flying instructors during induction, additional qualification, and recurrent, training activities.

#### Level 6 (in addition to 5)

- Deliver aeronautical knowledge and airborne flying instruction to, and monitor, other flying instructors during induction, additional qualification, and recurrent, training activities.
- Conduct flight tests for multi-engine class ratings, and instructor training endorsements.

## **Skills and Experience**

### Level 3

- Hold an Australian Air Transport Pilot or Commercial Pilot Licence with aeroplane category rating.
- Hold manual propeller pitch control and retractable undercarriage design feature endorsements.

- Hold an instructor rating, with grade 3A or grade 2 aeroplane training endorsement, and design feature training endorsement.
- Demonstrated experience as a flying instructor including a successful track record of first solo assessments for trained students – if no previous instructor experience, the flying record, previous employment and/or education must demonstrate knowledge, skill, and behaviour appropriate to flying instruction.
- Medical, security, and drug and alcohol screening, certification appropriate to flying instruction.
- Competent/proficient knowledge of the Civil Aviation Safety Regulations 1998 Part 61 Manual of Standards aeronautical knowledge and practical flight standards; flying techniques; principles of instruction; and applicable human factors and non-technical skills in relation to single-engine flying operations under visual flight rules and the ability to transfer this knowledge during airborne and simulated flying instruction including associated ground training.
- Ability to pass the standardisation and proficiency check with the Head of Operations.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

#### Level 4

- Hold an Australian Air Transport Pilot or Commercial Pilot Licence with aeroplane category rating.
- Hold an instrument rating with multi-engine aeroplane, instrument approach 2D and instrument approach 3D instrument endorsements.
- Hold an instructor rating, with grade two, instrument rating, class rating (multi-engine), design feature aeroplane training endorsements, or hold an instructor rating with grade one and design feature aeroplane training endorsements.
- Demonstrated extensive experience as a flying instructor, experience in the delivery of aviation programs at a tertiary level or in integrated courses is desirable.
- Medical, security and drug and alcohol screening certification appropriate to flying instruction.
- Expert knowledge of the Civil Aviation Safety Regulations 1998 Part 61 Manual of Standards aeronautical knowledge and practical flight standards; flying techniques; principles of instruction; and applicable non-technical skills in relation to flying operations under visual and instrument flight rules (as applicable) and the ability to transfer this knowledge during airborne and simulated flying instruction and associated ground training.
- Ability to pass the standardisation and proficiency check with the Head of Operations.
- Demonstrated ability and commitment to implementing WHS programs, and equal opportunity policies and programs.

#### Level 5 (in addition to the qualifications associated with both Level 3 and Level 4)

- Hold an instructor rating, with grade one, instrument rating, class rating (multi-engine), NVFR, design feature aeroplane training endorsements.
- Expert knowledge of the Civil Aviation Safety Regulations 1998 Part 61 Manual of Standards aeronautical knowledge and practical flight standards; flying techniques; principles of instruction; and applicable non-technical skills in relation to multi engine flying operations under visual and

instrument flight rules and the ability to transfer this knowledge during airborne and simulated flying instruction and associated ground training.

- Demonstrated ability to successfully manage training for students at all skill levels and from all backgrounds.

Level 6 (in addition to the qualifications associated with Level 5)

- Hold an instructor rating, with instructor rating aeroplane, multi-engine aeroplane class rating instructor, and spin training endorsements, with at least 2,000 hours of airborne instruction time as a grade one instructor.
- Extensive experience in the delivery of CASR 1998 Part 142 flying training.

#### **Pre-employment checks required for this position**

- Verification of qualifications

#### **About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.