

Initial Training Instructor

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| **Position Detail** |  |  |  |
| **Reports To** | ATC Training Line Leader | **Group** | ANS Operational Training |
| **Classification** | ASA 7A | **Location** | Melbourne |
| **Reports – Direct Total** | Not Applicable |  |  |

**Organisational Environment**

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers and provide air navigation services across 11 per cent of the world’s airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports and provide aviation rescue firefighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value and embedding new ways of working and technology investments to further innovate and optimise.

**Primary Purpose of Position**

The Air Navigation Services Group provides Air Traffic Control services to the aviation industry. Initial Training is a unit within the ANS People Capability branch. Airservices technical and Air Traffic Control training is managed and delivered by this Organisational unit to meet workforce planning targets.

As an Initial Training Instructor, you will mentor and coach Air Traffic Controllers in training. Instructors are responsible for delivery of training and assessment of trainees in classroom and simulator environments to develop and determine competency.

The role works within a dual regulated environment as a Registered Training Organisation (RTO) and an Air Navigation Service Provider (ANSP). The Australian Skills Quality Authority (ASQA) regulates courses and training providers to ensure nationally approved quality standards are met. The Civil Aviation Safety Authority (CASA) regulates Airservices as an Air Navigation Service Provider (ANSP) and a training provider, with strong emphasis on implementing operational safety enhancements, compliance assurance, courseware improvement, and building the technical capability and attitudes of trainees.

The role reports directly to ATC Training Line Leader. The role will work in collaboration with other Instructors to deliver and assess trainees in the Diploma of Aviation (Air Traffic Control) training package, and training programs aligned to ATC Initial Training curriculum and other associated courseware.

The role will assess trainee competency and performance, document learning and development standards, and clearly communicating performance feedback to trainees.

The role oversees the performance of trainees, and works closely with the Initial Training Trainee Coordinator to manage trainee performance and behaviour fairly in a manner that involves substantive

and procedural fairness whilst upholding the priority of safety.

**Accountabilities and Responsibilities**

# Position Specific

* Deliver approved classroom and simulator training, and provide effective verbal and written feedback.
* Prepare written reports on observed performance for student feedback and, appraisal, maintain accurate records of trainee progress and assessment with approved feedback/assessment tools.
* Provide Subject Matter Expert (SME) support to review, design and develop flexible, effective, innovative and practical training solutions.
* Perform as the Module Lead when assigned a module that contributes to the Diploma of Aviation (Air Traffic Control) and/or ATC Training Curriculum.
* Collaborate with the ATC Training Line Leader, Trainee Coordinator and Trainee to identify causal factors and develop appropriate remedial or tailored training plans and implement as required.
* Continue to develop vocational education and training (VET) knowledge and skills as well as industry currency and trainer/assessor competence.
* Implement targeted training strategies and performance improvement behaviour actions as required.

# People

* Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives.
* Build collaborative and trusting relationships with instructional staff and trainees to enhance delivery of training.
* Manage own performance in a manner that earns trust, including consistent modelling of desired behaviours based on Airservices values.
* Operate as an effective member within the instructional team. This will involve close and cooperative interaction with other team members and providing support to the ATC Training Line Leader, Trainee Coordinator and ATC Training Lead.
* Perform as the Course Lead when assigned a course, working collaboratively with the ATC Training Lead and Trainee Coordinator to manage trainee performance and behaviour.
* Respect the welfare of trainees to ensure they are treated with substantive and procedural fairness.
* Ensure trainees receive effective learning opportunities and are provided with appropriate feedback to promote positive learning outcomes.
* Proven ability to facilitate individual trainee learning by providing advice and techniques on strategies to overcome or mitigate learning difficulties.
* Monitor trainee behavioural performance, collaborating with Trainee Coordinator and the ATC Training Line Leader to initiate action when required, including the development of tailored remedial training plans.
* Assist with developing collaborative working relationships with internal and external stakeholders to achieve desired outcomes for the ATC curriculum and courseware, and delivery of the ANS Initial Training program.
* Actively support a culture of continuous improvement where employees are encouraged to share their ideas and perspectives.

# Compliance, Systems and Reporting

* Ensure compliance with the Standards for NVR Registered Training Organisations, CASA regulations Parts 65, 172, and 143, systems and controls including but not limited to Airservices instructions and procedures.
* Adhere to the approved Diploma of Aviation (Air Traffic Control) Training and Assessment Strategy.

# Safety

* Demonstrate safety behaviours consistent with enterprise strategies.
* Actively promote the paramount importance of safety within ANS Initial Training.
* Discharge safety accountabilities as defined in Airservices’ Safety Accountabilities and Responsibilities – Document number AA-NOS-SAF-0007.
* Discharge accountabilities as defined in *Work Health and Safety Act 2011* (Cth) and the *Work Health and Safety Regulations 2011* (Cth)

**Key Performance Indicators**

# Efficient, Effective and Accountable

* Maintain currency and proficiency in the requisite qualifications and endorsements linked to the role and technical expertise.
* Compose daily observations, periodic and other reports that provide an insight into trainee performance, including the identification of causal factors that may be contributing to performance.
* Maintain compliance with Airservices Mandatory Enterprise Training requirements
* Maintain compliance with Airservices policies regarding timely acquittal of leave application as outlined in [HR-GUIDE-004 Leave Guidelines.](http://orbit/sites/doccentre/master/HR-PROC-0025/hr_proc_0025.pdf)
* Maintain industry currency through semi-annual ratings/endorsement papers
* Participate in professional development activities to maintain, upgrade and/or develop currency, contemporary knowledge and practice of vocational training that enhances your ability to deliver training and assessment.

# Commercial

* Monitor progress of assigned course against the programmed schedule.
* Work collaboratively with other Instructors to ensure the ATC Training Line Leader is aware of the training schedule progress.

# Safety

* Compliance with safety, risk, environmental and any other standards

**Key Relationships**

Relationships with other internal roles and external stakeholders which are critical to the success of the role:

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| **ATC Training Line Leader** | Provide support for achieving prescribed ANS Initial Training requirements, standards, and procedures.  Work collaboratively to introduce contemporary adult learning techniques. |
| **Trainee Coordinator** | Work collaboratively to introduce contemporary adult learning techniques. |

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| **Simulator Support Officer** | Work collaboratively to implement training schedules to support Trainee development. |
| **ANS Initial Training Support Staff** | Provide support to achieve scheduling, design, development, and administrative outcomes. |
| **ATC Line Leaders** | Provide effective trainee handover to the field. |
| **Check and Standardisation Supervisors (C&SS)** | Work collaboratively to promote operational focus areas within the Initial Training programs. |

**Skills, Competencies and Qualifications**

As per [C-MAN0151 RTO 5168 Air Navigation Services (ANS) Initial Training Manual (ATS)](http://orbit/sites/doccentre/master/C-MAN0151/c-man0151.pdf) the successful applicant **must hold or have the ability to hold** Airservices’ qualifications specific to training and assessment in an operational Air Navigation Services environment:

# Essential

* Existing On the Job Training Instructor (OJTI) qualification, or willingness to gain.
* Existing Workplace Assessor (WpA) qualification, or willingness to gain.
* Certificate IV in Training & Assessment (TAE40110 or TAE40116), or willingness to undertake training to achieve this.
* Hold or have held an ATC licence with Enroute or Tower experience.
* Be able to maintain all required ANS Initial Training Enroute or Tower ratings and endorsements.
* High level communication skills and demonstrated ability to effectively utilise these skills when dealing with trainees at all levels.
* Highly developed oral skills, facilitation and instructional/presentation abilities using a variety of methods to impart knowledge.
* Proven ability to analyse individual trainee learning by providing advice on strategies to overcome learning difficulties.
* Extensive experience and demonstrated competency in Enroute or Tower environment.

# Desirable

* Check & Standardisation Specialist (C&SS), Training Specialist (TS) or other relevant operational experience.
* Expert knowledge and extensive practical experience in:
  + Design, development and continuous improvement of learning and assessment programs in accordance with regulatory compliance requirements.
  + Training delivery methodologies and strategies.
  + Training assessment and evaluation.

**Performance Standards and Behaviours**

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

* Treating everyone with dignity, respect and courtesy
* Acting with honesty and integrity
* Acting ethically and with care and diligence
* Complying with all Airservices’ policies and procedures, and applicable Australian laws
* Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
* Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.