



Position Description – Aviation Ground Theory Instructor

Position Details

Position Title:	Aviation Ground Theory Instructor
College/Portfolio:	STEM College
School/Group:	Aviation Academy
Campus Location:	Based at the Point Cook campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 8
Employment Type:	Fixed Term for 2-Years
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design, and enterprise. The University's mission is to help shape the world through research, innovation, and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with Bendigo. Flight training is conducted in both Point Cook and Bendigo. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy, and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students, and community. Our three campuses in Melbourne (City, Brunswick, and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

STEM College

STEM College holds a leading position and expertise in the Science, Technology, Engineering, Mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industries.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master, and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact and our students are truly work-ready. Under the leadership of DVC STEM College & Vice President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community to achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.

<https://www.rmit.edu.au/about/schools-colleges/stem-college>

Aviation Academy

RMIT University has a long-standing legacy in Aviation and Aerospace and for over 80 years has been a trusted partner and global leader in the industry.

The RMIT Aviation Academy is at the forefront of aviation education and innovation, with over 29 years experience in commercial flight training, based at RAAF Base Point Cook, the world oldest continually operating airfield. Harnessing the infrastructure and cross-disciplinary capability across the university, RMIT Aviation Academy is the front door to accessing the knowledge, innovation, skills, and leadership required by individuals, government, and organisations across the global aviation ecosystem.

The RMIT Aviation Academy is an agile enterprise that can respond to skills needs and market opportunities, offering a comprehensive aviation-related curriculum and work integrated learning ethos to aviation professionals across the entire industry eco-system.

Position Summary

The Aviation Training Ground Theory Instructor role is primarily based at RAAF Base Point Cook and comprises of two significant operational requirements:

1. Learning & Teaching (L&T)
2. Coordination of student progress.

Learning & Teaching

Aviation Ground Theory classes teach students the knowledge to support the practical flying and help them prepare for the program and regulatory examinations in accordance with the Civil Aviation Safety Authority (CASA). The Ground Theory Instructor is responsible for working within the RMIT Aviation Academy and is responsible for delivering course material, assessing students and the supervision of students enrolled in theory courses. The role requires high participation in the continuing reviews of course content along with development and delivery of teaching methods and methods of students' assessment.

Theory Course Topics covered by Aviation Ground Theory Instructors for fixed wing include:

- Basic Aircraft Knowledge (BAK)
- Flight Rules and Air Law
- Air Transport Pilot Licence Theory
- Navigation

- Human Factors
- Meteorology
- Performance and Planning
- Aircraft General Knowledge
- Aerodynamics Operations

Student Coordination

This component of the role is to support students to complete their program on time by overseeing and managing their progress. This includes the operational interface between the student, the flying schedule and theory delivery timetable. You will also provide students with motivational support, mentoring and general remedial training support.

You will interact with industry partners external organisations, industry groups and RMIT teaching and administration staff. Your performance will be underpinned by participation in relevant activities which ensure your vocational competence meets and/or exceeds the education level being delivered and assessed.

Reporting Line

Reports to: Operations Manager, Aviation Academy
Reports: 0

Organisational Accountabilities

RMIT University is committed to the health, safety, and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy, and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

Learning and Teaching

- Prepare and deliver teaching programs, including training packages in a professional and effective manner.
- Assess the learning of students in a range of contemporary tertiary settings. This includes maintaining accurate records of student class attendance, student progress and student assessment in line with policy.
- Identify 'students at risk' and assist in identifying appropriate strategies to improve student learning.
- Assist in improving the delivery of programs and services by (i) using best practice delivery modes and appropriate student assessment strategies (to industry standards where applicable) and (ii) using relevant information including student and industry feedback to inform improvements to delivery and assessment strategies.
- Provide accurate pre-course advice to students; assist with student selection and student induction.

Student Coordination

- Monitor the academic learning calendar and alignment to scheduled flight lessons.
- Liaise with students and flight instructors to ensure "on time" performance and completion of syllabus lessons.
- Support management team with student performance reporting & monitoring.
- Provide motivational and mentoring support for students.

Industry Engagement

- Promote programs and services to relevant clients and establish and maintain effective industry contacts.
- Actively participate in promotional activities such as Open days, careers days, and other related marketing events promoting the RMIT Aviation Academy.

Compliance

- Follow University Quality Assurance processes for teaching and supporting services to ensure that programs are designed, delivered, and validated in accordance with Tertiary Education Quality Authority (TEQSA) requirements.
- Ensure that learning and teaching documentation such as learning materials and assessment tools are appropriately recorded and accessible to support program administration and evidencing alignment with the TEQSA framework.
- Responsibility for record keeping (including updating your work plan) which reflects vocational competence to the level of education being delivered and assessed is maintained and improved.
- Ensure that all ground training components of the flying training conducted within your area of responsibility meets and or exceeds the standards required by CASA and respective customers of the RMIT Aviation Academy.
- Ensure that the theoretical training and non-flying development programs are conducted in accordance with the CASA Manual of Standards and all other applicable rules/regulations.

Teamwork, Strategy, and Innovation

- As part of a team, contribute to the development and implementation of the school's strategic and business plans.

Professional Development

- Participate in industry related professional development activities to maintain and develop skills and knowledge relevant to the profession or discipline, ensuring your vocational competence meets and/or exceeds the level of education being delivered and assessed.
- Ensure that a record and evidence of vocational competence to the level of education being delivered and assessed is maintained and reviewed through the annual the Annual Performance & career Workplan.

Key Selection Criteria

- Extensive experience delivering Pilot Ground Theory Instruction within the Civil Aviation Safety Authority (CASA) or Defence Aviation Safety Authority regulatory requirements for Aircrew operations.
- Demonstrated knowledge of the aviation and flight training industry and educational principles.
- Demonstrated effective interpersonal and communication skills relevant to teaching and consultancy environments. This includes effective presentation and facilitation skills, and in the use of flexible teaching methods.
- Demonstrated skills and experience in competency-based assessment including developing flight training learning resources, working within Learning Management Systems, and blended learning environments.
- Demonstrated ability in ensuring current and contemporary vocational competence meets and/or exceeds the education level being delivered and assessed.
- Demonstrated capacity to diagnose learning problems in students, propose and implement effective solutions.
- Demonstrated ability to contribute effectively as a constructive and proactive member of a team.
- Demonstrated skills in the use of relevant information and communication technologies, preferably experience using a Learning Management System such as CANVAS and extensive use of Microsoft Office 365 suite of products.
- Demonstrated experience in teaching both face-to-face and online remotely with particular emphasis on capability in efficiently utilising online teaching tools.

Qualifications

Mandatory

- Minimum Commercial Pilot Licence (Multi Engine Command Instrument Rating and ATPL CASA exam credits Preferred), or military equivalent.
- Minimum 500hrs flying experience.

- AQF6 or above Tertiary Qualification
- A valid Working with Children Check

Highly Desirable

- TRE/TRI qualified either (current or historically)
- Current Certificate IV in Training & Assessment (TAE40116).

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT. For this position, Australian Citizenship will be required.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
-----------	--	-----------	--