

## Position Description – Grade 1 Flight Instructor

### Position Details

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<b>Position Title:</b>	Grade 1 Flight Instructor
<b>College/Portfolio:</b>	STEM College
<b>School/Group:</b>	Aviation Academy
<b>Campus Location:</b>	Based at the Point Cook campus but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	Air Pilot Award 2020
<b>Employment Type:</b>	Ongoing
<b>Time Fraction:</b>	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 other Victorian locations. 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

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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

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RMIT University is a global leader in aviation and aerospace education, research, and training, with a proud legacy spanning more than 80 years in flight instruction and industry collaboration. Consistently ranked among the world's top universities for aviation and aerospace engineering, RMIT is renowned for producing industry-ready graduates and shaping the future of flight through innovation, safety, and sustainability.

The RMIT Aviation Academy is the University's flagship centre for flight training and aviation workforce development. With operations across multiple campuses and flight training bases, the Academy delivers integrated pilot training pathways, advanced flight instructor programs, and bespoke training solutions for industry and government partners. It plays a critical role in responding to Australia's and the region's aviation workforce needs, underpinned by a strong safety culture, regulatory compliance, and a future-focused approach to digital and technical excellence.

## Position Summary

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A Grade 1 (aeroplane) Flight Instructor will support the development and training of RMIT Aviation Academy students to achieve their CASA licences at the completion of Associate or Bachelor Degrees in Aviation (Pilot Training). The ideal candidate will be a detail-oriented professional with a strong background in aviation training delivery and flight testing along with extensive mentoring experience. The instructor will be a subject matter expert in relation to ab initio pilot instruction. A Grade 1 Flight Instructor will lead instructors as they support students on their journey to learning to fly and attaining their relevant licenses and will deliver more complex lesson plans and undertake testing as well as management of students requiring additional training to achieve competency. The ability to clearly and succinctly communicate complex operational information is a key determinant of success in this role.

## Reporting Line

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Reports to: Head of Operations, Aviation Academy

Reports: 0

## Organisational Accountabilities

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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

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- Perform flight instructor duties authorised by the Civil Aviation Safety Regulations in accordance with the approved training syllabus.
- Ensure effective communications within the operations team, including partaking in regular meetings to share training delivery updates of allocated students.
- Ensure all students understand and practice all aspects of the RMIT Aviation Academy's Operations Manuals and Safety Systems.
- Participate in the program development and lifecycle process to ensure enrolled students are progressing at optimal levels and participate in the development of teaching resources.
- Maintain accurate training and quality assurance records for students and ensure compliance with regulatory bodies.
- Regularly schedule each assigned student to ensure satisfactory progress through the course and inform the Training Manager of any delays in training or unsatisfactory progress.
- Responsible for accurately maintaining all appropriate records including student training record, student logbook, and computer records.
- Ensure that course standards, training requirements, and objectives are met by all assigned students as stipulated in the Training Manual.
- Participate in the RMIT Aviation Academy mentoring program with allocated Grade 2 and 3 Instructors.
- Responsible for the timely course completion of all assigned students, including completion of required paperwork.
- Monitoring the maintenance condition of the training aircraft including maintenance and fuel planning.
- Submit incident reports as necessary to report any observed safety violations or situations that may affect the safety of flight.
- Attend administrative, standardisation, in-service training, and instructor development meetings as required.
- Where required and authorised under your license, act as an Approved Testing Officer and/or Safety Officer.
- Lead course coordination activities for a given course/s and ensure your assigned students and Grade 2 and 3 Instructors are maintaining efficient management of their workload.
- Work collaboratively with College teaching staff and learning and teaching team colleagues across all Colleges and RMIT Studios to design and implement solutions that enhance student learning experiences.
- Participate in relevant RMIT forums as required and undertake other duties within scope as directed.
- Assist other teams across the portfolio and College as required within the scope of this classification.
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- All RMIT Flight Instructors hold the Authority of Pilot in Command and shall at all times be responsible for ensuring that the provisions of the Civil Aviation Regulations ("CAR"), Civil Aviation Orders ("CAO") and the

company Operations Manual are observed. Subject to these provisions he shall be the sole authority for any decisions affecting the safety of the aircraft, and is also responsible for removal or detention of passengers, crew or cargo that he considers reasonably necessary to ensure compliance with the Civil Aviation Regulations and the Civil Aviation Act.

- The Pilot in Command is the crew member who signed the flight authorisation schedule. Unless specifically authorised, they must occupy the pilot's seat as specified in the Pilot Operating Handbook or as dictated by aircraft design.

### **Key Selection Criteria**

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- Demonstrated experience in conducting ab initio flight training.
- Highly developed organisational and planning skills, with a high level of attention to detail and the ability to prioritise tasks.
- Demonstrated experience and skills in the Microsoft Suite, in particular Excel and Word
- Demonstrated experience in building collaborative relationships with stakeholders.
- Highly developed interpersonal and communication skills and demonstrated ability to forge collaborative relationships with assigned students and work with diverse teaching and academic staff to maintain positive, productive relationships that influence improvements in learning and teaching quality.
- Demonstrated outstanding problem solving and critical thinking ability and flexibility to adapt your teaching style to suit your assigned students.
- Demonstrated experience in aviation safety and training.

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### **Qualifications**

Relevant qualification and/or relevant industry experience. A valid Working with Children Check is mandatory.

#### **A Flight Instructor (aeroplane) rating grade 1 must:**

- have held a flight instructor (aeroplane) rating grade 2 for a period of at least 12months; and
- have logged at least 750 hours of instructional experience include 500hours flight time, in a registered aeroplane or a recognised aeroplane instructing in any sequences other than navigational sequences that are relevant to the issue of a private pilot (aeroplane) licence; and
- in relation to the original issue of the rating, have passed a written examination in the principles of teaching and learning. The syllabus for the examination is specified in Appendix II of Civil Aviation Safety Regulation 40.1.7; and
- be recommended by the Chief Flying Instructor or Head of Operations of an instructing school; and
- have passed a flight test conducted by CASA, an approved testing officer or an approved person in accordance with the Grade 1 instructor rating test report form under the direct supervision of the Head of Operations or Chief Flying Instructor.

All Flight Instructor's must hold, at a minimum:

- Certificate IV in Training and Assessment (TAE40110 or TAE40116), or complete within 12 month period of commencement of employment; or
- a diploma or higher level qualification in adult education.