Position Description – Aviation Quality & Training Coordinator

Position Details

Position Title: Aviation Quality & Training Coordinator

College/Portfolio: STEM College

School/Group: Aviation Academy

Campus Location: Based at the Point Cook campus

Classification: HEW 7

Employment Type: Continuing

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 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

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 lifechanging.

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 workready. 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 of 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

Position Summary

The quality and training coordinator (Coordinator) will support the development, implementation and continuous improvement of flight operations training and safety standards and program administration processes across the Aviation Academy. The ideal candidate will be a detail-oriented professional with a strong background in aviation training, quality assurance, and aviation safety. Working closely with the Operations Manager, the incumbent coordinates a range of designated tasks that support the Academy's training and quality function. The coordinator will establish and maintain a student-centred service culture and contribute to cultural and work practice changes that promote effective collaboration and a commitment to quality in service provision.

Reporting Line

Reports to: Operations Manager, Aviation Academy

Direct 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.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety.

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

- Support the Operations Manager and the Safety Manager in the provision reports and advice to the Director and other relevant staff on training and quality assurance activities and outcomes.
- Ensure effective communications within the operations team, including regular meetings to share training delivery plans and compliance figures.
- Develop and implement efficient processes for training and quality compliance activities in accordance with University policies and implement quality assurance measures to ensure continuous improvement and ongoing compliance
- Participate in the program development and lifecycle process to ensure admissions and pathway related information is appropriately documented.
- Maintain accurate training and quality assurance records for students and ensure compliance with regulatory bodies.
- Monitor operational processes and procedures to ensure they meet quality standards and regulatory requirements utilising data driven recommendations for continuous improvement opportunities.
- Conduct regular audits of both training programs and operational procedures to identify areas for improvement.
- Implement quality improvement initiatives based on audit findings and monitor their effectiveness.
- Analyse, measure, and monitor student feedback data and develop ways to improve the quality of programs and the student experience.
- Coordinate processes relating to academic program and course development, improvement and review.
- Establish strong and collaborative relationships with Schools, Partner and University Stakeholders, providing dedicated support in relation to course and program improvement.
- 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.

Key Selection Criteria

- Demonstrated experience in a senior administrative and/or operational roles with the ability to work proactively and autonomously.
- 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 Microsoft suite, in particular Excel and data visualisation tools (PowerBI etc) Demonstrated experience in building collaborative relationships with stakeholders.
- Highly developed interpersonal and communication skills and demonstrated ability to forge collaborative relationships across organisational boundaries and to connect 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 work practices and models according to need.
- Demonstrated experience in aviation safety, training and/or quality assurance environment.

Qualifications

Relevant qualification and/or relevant industry experience.

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.

Endorsed:	Signature: Name: Title: Date:	**Approved:**	Signature: Name: Title: Date: