



Position Description

Airworthiness Administrator

Incumbent:

Prepared/updated: January 2024

Qualification requirements: Administration or accounting qualification (preferred)

Reports To: Engineering Manager

Direct Reports: Nil

1. Role:

The role is integral member of the engineering team within the AIAC company structure delivering high quality flight training and General Aviation outcomes to domestic and international customers. The duties and responsibilities are administration based and training is provided in the various software programs that are used.

2. Responsibilities:

- Abide by the company Code of Conduct, Ethical Conduct Policy WHS Policy, Workplace Bullying Policy, Workplace Drug and Alcohol Policy
- Contribute to maintaining a harassment, discrimination, violence and bullying free workplace
- Ensure that positive relationships are built with students and coworkers and that they are maintained and enhanced
- Ensure that duties and areas of responsibility are undertaken efficiently, accurately and within required timeframes
- Implement strategies to assist the company to operate efficiently and cost effectively
- Take reasonable care for your own safety, and ensure your actions or omissions (inactions) do not adversely affect the health and safety of others
- Apply Work Health and Safety guidelines, comply with any reasonable instruction given and follow safe work procedures
- Identify and fix safety hazards if within ability or authority. Alternatively report safety concerns through AIAC's Safety Management System (SMS) reporting system.
- Report all injuries as soon as possible using the WHS Injury Register Form (document no. AIAC-HR-RG-002_V1).
- Maintain Company confidentiality
- Project an appropriate professional image physically and verbally

3. Duties:

Duties detail the main activities required to be undertaken to adequately fulfill the role, it should however be noted that flexibility is a requirement of the position. The incumbent may be required to undertake tasks from time to time not specifically detailed below.

- a. Receive and store aircraft parts in accordance with AIAC procedures.
- b. Perform aircraft airworthiness administration duties, work package building and reconciling in accordance with AIAC procedures.
- c. Make recommendations either through the company SMS, the regular staff "toolbox meetings" or direct to the Responsible manager for Tooling, Human Factors or procedural changes that will increase safety or productivity.
- d. Identify and report through the company SMS or direct to the Responsible Manager safety hazards
- e. Correspond with internal and external contacts including; aircraft OEM, parts suppliers, customers
- f. Perform aircraft maintenance and component work in accordance with approved data



- g. Ensure that he / she is fully conversant with the company Maintenance Organisation Manual and other company procedures as presented by the Responsible Manager
- h. Maintain a clean workspace

4. Key Performance Indicators:

- Work activities are undertaken in a safe and timely manner.
- Company policies and procedures are consistently followed
- A positive approach is taken in relation to undertaking allocated duties
- Work Health and Safety requirements are consistently understood and met
- Coworkers and students dealt with in a professional manner
- All records (as required) are completed in a legible, timely and accurate manner
- The Responsible Manager is informed of any issues that may be of concern
- Work timeframe targets are understood and met

5. Experience:

Required:

- A demonstrated ability to effectively undertake similar duties.
- Strong computer literacy skills

Desired:

- Experience with accounting software

6. Necessary Attributes:

- Willing to make and take on board suggestions that lead to improved, safer work practices and procedures
- Ability to work within required time frames
- Self-motivated and use time productively, particularly in quiet times
- Ability to work harmoniously with others and maintain positive relationships with co workers

7. Contacts

Internal:

- AIAC engineering, operation, and management staff
- AIAC students

External:

- Suppliers
- CASA Representatives
- OEM Product Support
- External Customers

Employee: _____ /_____/_____

Authorised: _____ /_____/_____

PD document review - minimum 12 monthly