

Job Description

1. ROLE DETAILS:

POSITION TITLE:	ATC DEVELOPMENT TRAINING SPECIALIST
REPORTS TO:	TEAM LEADER DEVELOPMENT TRAINING
DEPARTMENT:	OPERATIONAL TRAINING & STANDARDS

2. ROLE PURPOSE:

- Design and deliver training programs across the relevant ATC unit and training organisation to meet operational and training organisation requirements, ensuring compliance with applicable timeframes, regulations and quality standards.
- Required to supervise trainees whilst undergoing ATO/UTP training courses.

3. KEY ACCOUNTABILITIES:

Description
<ul style="list-style-type: none">• Design and deliver training programmes across the relevant ATC unit and training organisation, including supporting the National Development Program (NDP) to meet organisational ,operational and project requirements, ensuring compliance with applicable time frames, regulations and quality standards
<ul style="list-style-type: none">• Demonstrate a range of different teaching methods and integrate course material into various forms of delivery, such as on-line learning, pre-course work books and self-assessment tests if applicable
<ul style="list-style-type: none">• Fulfil the role of Course Leader for ATO/ Development Training in accordance with DFS/DANS policies and procedures.
<ul style="list-style-type: none">• Work collaboratively with ATC units, Simulator Ops, and other supporting units to continually identify and improve standards and professional development in order to enhance quality.
<ul style="list-style-type: none">• Assist Team Leader Development Training in developing the training plan, ensuring optimal resource allocation to address operational needs
<ul style="list-style-type: none">• Maintain up to date training records and submit necessary paperwork / reports to the Team Leader Development Training
<ul style="list-style-type: none">• Conduct assessments as required to ensure ATC Unit staff and trainees meet the performance criteria stated in all training programmes.
<ul style="list-style-type: none">• Proactively identify issues, risks, and opportunities directly to their relevant ATC Unit Team Leader.
<ul style="list-style-type: none">• Fulfil the role of Course Leader for ATO/ Development Training in accordance with DFS/DANS policies and procedures.
<ul style="list-style-type: none">• Act as Team Leader Development Training when required.

3. KEY ACCOUNTABILITIES:

Description

- Manages the direct reports with maximum supervision and indirect reports with minimum supervision.
- Undertakes similar or related duties as directed by senior management.

4. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal:

- OPS Manager ATC
- Team Leader ATC Operations
- Team Leader Standards
- Duty Managers
- Incident Investigators
- Safety Manager
- Dans ATC staff

External:

- External Communication will be subject to HOOTS approval (GCAA, Airline Pilots, Adjacent ANSP's ATCO's and Emergency Services e.g. Fire, Police, Ambulance and Rescue)
- Training Vendors
- Training Academies

5. KNOWLEDGE, SKILLS & EXPERIENCE:

Knowledge & Experience:

- 5 years operational experience with ATC License and Rating in both Tower and Approach at a major civilian international airport.
- 3 years practical experience in course development, design and delivery.
- Excellent understanding of learning, assessing in training development, delivery of initial and development training within ATS training academy environment
- Comprehensive knowledge of ICAO SARPS, GCAA CARs and 'dans' Training Quality Assurance Manual
- Completion of a Classroom Instructional Techniques (CIT) or equivalent
- Previously have held an OJTI and assessor endorsement
- Experience in English Language Proficiency Assessments
- Incident Investigation experience would be an advantage
- Knowledge of Safety Management systems
- Degree/Diploma and/or qualification relevant to training, learning and development would be an advantage

Skills:

- Initiative and commitment to achieve results
- Situational awareness, adaptability and innovation

- An ability to work under stress
- Computer literacy with MS office package skills
- Customer service, influencing and negotiation skills
- Excellent communication, organisational and presenting skills
- Fluency in written and spoken English

6. BEHAVIOURAL COMPETENCIES:	WEIGHT % DISTRIBUTION
• Attention to Detail	20
• Planning and Organising	20
• Teamwork	15
• Customer Orientation	15
• Results Orientation	10
• Adaptability & Innovation	10
• Communication	10

7. SAFETY & SECURITY REQUIREMENTS

- Adhere to the applicable safety & security (information security) policies and procedures of DFS/DANS .
- Report any security (info security) breaches or incidents to DFS/DANS Security team
- Report any safety incident to DFS/DANS safety team
- Attend safety & security (information security) awareness sessions conducted in DFS/DANS .