



GLIDING AUSTRALIA

The Gliding Federation of Australia Inc, Trading as Gliding Australia

ABN: 82 433 264 489

C4/1-13 The Gateway, Broadmeadows, Victoria 3047

Executive Manager Operations - Gliding Australia

Position:	Part time (flexible, permanent part time, nominally four-day week)
Location:	State Capital City (preferred but negotiable)
Reports to:	Dual reporting lines to the Chair of the Operations Panel for strategic priorities and the Chief Executive Officer for CASR Part 149 compliance
Works with:	Regional Managers Operations, Club Chief Flying Instructors, Club Operations Managers
Remuneration:	Maximum annual base salary of \$90,000 plus Superannuation, depending on skills, qualifications and experience.

Gliding Australia is an incorporated association (not-for-profit) sport aviation organisation servicing regional associations, clubs, and members across Australia. It manages and administers the sport of gliding, representing members through a federated structure.

The Executive Manager Operations position has become available due to the retirement of the incumbent and will offer the right person an exciting career opportunity within Gliding Australia which is a well-established, forward-looking sports aviation organisation.

THE ROLE

The Executive Manager Operations is the manager of Gliding Australia operations, including operational training, investigation and safety defect reporting and technical emergency response functions. The Executive Manager Operations is the principal point of contact with CASA on sailplane operations and the ATSB, emergency services, and CASA for accidents. The Executive Manager Operations provides assistance to the Safety Manager in operational aspects of safety and risk assessments in management of change proposals.

The Executive Manager Operations position is designated by CASA as the Flying Operations Key Person under CASR Part 149.

OPERATING ARRANGEMENTS FOR THE ROLE

Gliding Australia national office is in Melbourne. Remote working arrangements may be negotiated for the right person.

Some interstate travel will be required as well as work outside of normal hours including the weekend.

Routine engagement with national office staff and diverse departmental staff, both salaried and volunteers, will be required.

RECRUITING SUMMARY – EXECUTIVE MANAGER OPERATIONS

POSITION DUTIES AND ACCOUNTABILITIES

Managing Gliding Australia's gliding operations compliance

- Provide operational advice to the Chair of the Operations Panel and Chief Executive Officer.
- Implement the Gliding Australia regulatory operational obligations.
- Implement operational aspects of Gliding Australia Safety Management System in conjunction with the Safety Manager.
- Manage the Regional Managers Operations' training, mentoring and development.
- Support the Regional Managers Operations with assisting clubs and members in their operations, safety and training functions.
- Provide operations and regulatory advice and information to Gliding Australia members.
- Conduct operational safety education programs for members in conjunction with the Safety Manager.
- Ensure operations audits, surveillance and monitoring of Gliding Australia clubs for regulatory compliance are conducted and ensure any deficiencies detected are addressed in conjunction with the Regional Managers Operations.
- Member of the Gliding Australia Safety Committee.

Operations Standards

- Maintain an effective knowledge of CASA regulations and procedures and attend training, as required.
- Ensure that the preparation of Gliding Australia operational documentation and correspondence is accurate and made available to members in a timely manner.
- Maintain an accreditation system for Gliding Australia members' operational authorisations.
- Approve, issue, vary and renew, as applicable, operational authorisations.
- Periodically review Gliding Australia operations manuals and recommend amendments to the Operations Panel.
- Manage the implementation of changes to Gliding Australia operational manuals in accordance with Gliding Australia Change Management Manual.
- Coordinate all Gliding Australia accident investigations and be the point of contact for police, ATSB and CASA.
- Monitor, record and action investigations into Safety Occurrence Reports. Analyse incident and accidents and publish periodical reports on Safety Occurrence investigations. Recommend changes to policies and procedures that result from incident and accident investigations.
- Provide feedback to members on outcomes from investigations into Safety Occurrence Reports.
- Investigate alleged breaches of the Civil Aviation Legislation and Gliding Australia operations manuals by members. Implement remedial action and notify CASA.
- Prepare quarterly mandatory operational statistical reporting for the Chief Executive Officer
- Participate as required in negotiations pertaining to operational matters between Gliding Australia, CASA, Air Services Australia, ATSB and other aviation organisations. Liaise with and advise CASA on developments in gliding techniques and equipment.
- Attend meetings with regulatory or other industry bodies as directed by Chair of the Operations Panel or the Chief Executive Officer.
- Undertake other duties, investigations and projects as directed.

SELECTION CRITERIA

Qualifications and/or Experience Mandatory

- Demonstrated knowledge of the regulatory requirements of flying operations.
- Demonstrated leadership skills with the ability to provide operational direction.
- Demonstrated extensive knowledge and experience as a Gliding Australia instructor, or equivalent fixed wing instructor in other aviation organisation(s).
- Demonstrated knowledge of the Gliding Australia Safety Management System or recognised Aviation safety management systems.
- Demonstrated knowledge and experience in operations, pilot and instructor training.

RECRUITING SUMMARY – EXECUTIVE MANAGER OPERATIONS

- Effective communication skills.
- Basic computer skills in the Windows environment for the generation of policy documents, technical documents, and general correspondence to Gliding Australia members.

Desirable

- Qualifications or equivalent experience in risk management, safety, auditing, adult education or training.
- Experience with online reporting systems, Safety Management Systems, and database management systems.
- Knowledge of project management.
- Accident investigation experience.
- Auditing knowledge, skills and experience.

Key Attributes

- Communicates effectively
- Demonstrates ability to communicate effectively in a highly technical environment, including the ability to liaise at a professional level with members, government departments, private organisations and the general public.
- Public presentation skills.
- Team Player

Contributes to strategic thinking

- Demonstrated ability to work to strategic plans and programs to effectively deliver corporate goals.
- Considers the ramifications of issues and the longer term impact on corporate goals.
- Explores innovative solutions to assist the organisation in the attainment of its goals.

Achieves results

- Establishes clear plans and time frames for project implementation.
- Remains flexible and responsive to changes in requirements.
- Capitalises on the expert skills and knowledge of others.
- Sees projects through to completion.

Cultivates productive working relationships

- Builds and sustains relationships with a network of key people internally and externally.
- Ability to operate effectively in a volunteer sporting organisation.

OTHER INFORMATION

Commencement date

As soon as is practical.

Closing date for applications

If you feel you could be the right person for this position, please ensure you have supplied your resume along with any other relevant information by close of business Friday 28th July 2023.

Where to send your application

Please submit your application to: jobs@glidingaustralia.org.

More information

Should you require more information please contact Gliding Australia at: jobs@glidingaustralia.org with your questions or to arrange a confidential discussion about the role and refer to supplementary information below.

RECRUITING SUMMARY – EXECUTIVE MANAGER OPERATIONS

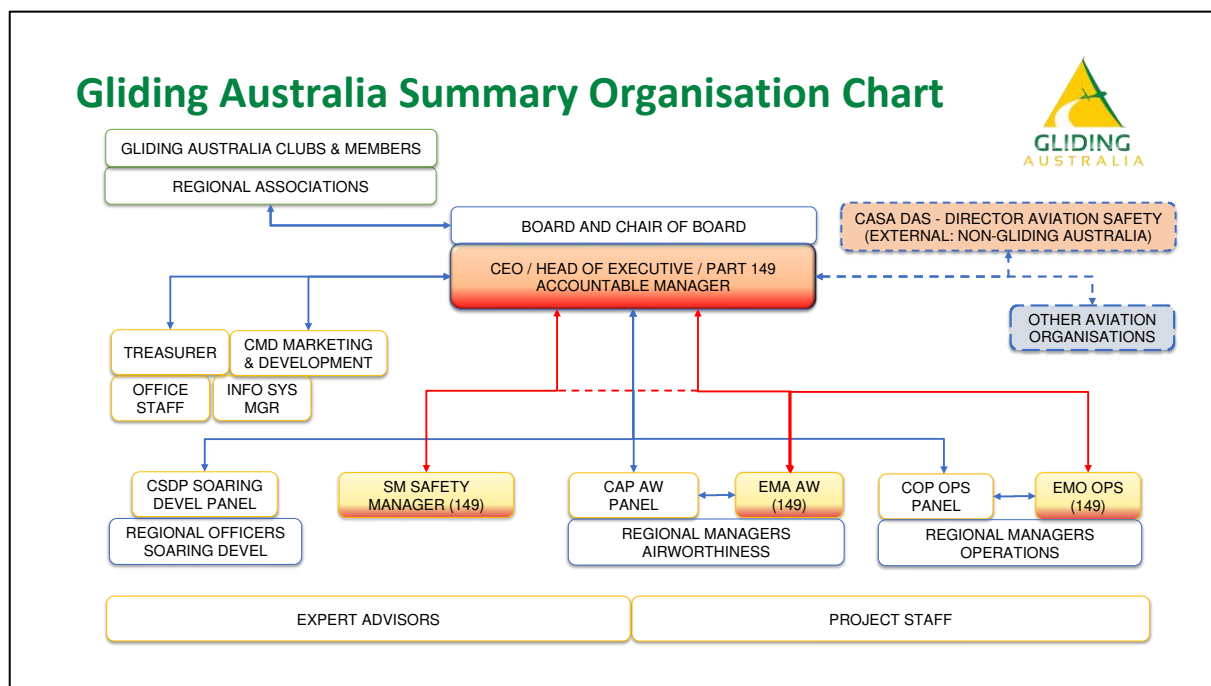


Figure 1: Summary Organisational Chart with Executive Manager Operations Formal Linkages

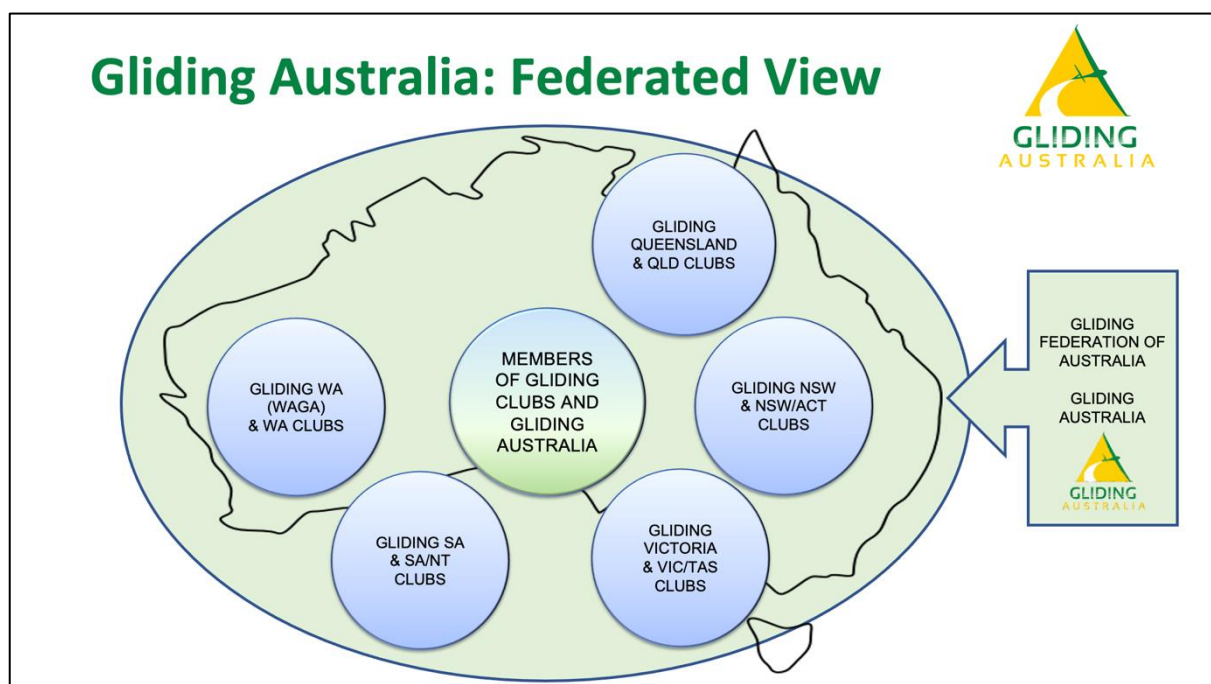


Figure 2: Federated Organisational Structure

Gliding Australia is now required to administer all aspects of gliding activity under Part 149 of the Civil Aviation Safety Regulations (CASRs) including operational and airworthiness safety standards and aircraft registration on behalf of the Civil Aviation Safety Authority (CASA).

Part 149 was enacted in 2021 and CASA approval of Gliding Australia as an Approved Self-administering Aviation Organisation is expected by the end of 2023.

Most functions have been delivered for decades by Gliding Australia; therefore the current transition has largely involved updating policies, procedures and manuals to meet the requirements of CASR Part 149.

RECRUITING SUMMARY – EXECUTIVE MANAGER OPERATIONS

The Gliding Australia Board sets policy and strategic direction.

Reporting to the Board is an Executive team, led by the Chief Executive Officer, consisting of a mix of paid staff and volunteers. The Executive team implements the policy and strategic directions set by the Board. The Chief Executive Officer is the head of the Executive team and reports directly to the Board.

Gliding Australia has a small group of part-time salaried staff performing head office support and some CASA-prescribed operations and technical functions, one of which is the Executive Manager Operations.

The Executive Department Heads are volunteer officers who oversee specialist gliding operations, airworthiness and soaring development panels, administer marketing and development and information systems, manage plans and priorities, coordinate with regions, clubs, members and external organisations in supporting gliding nationwide.

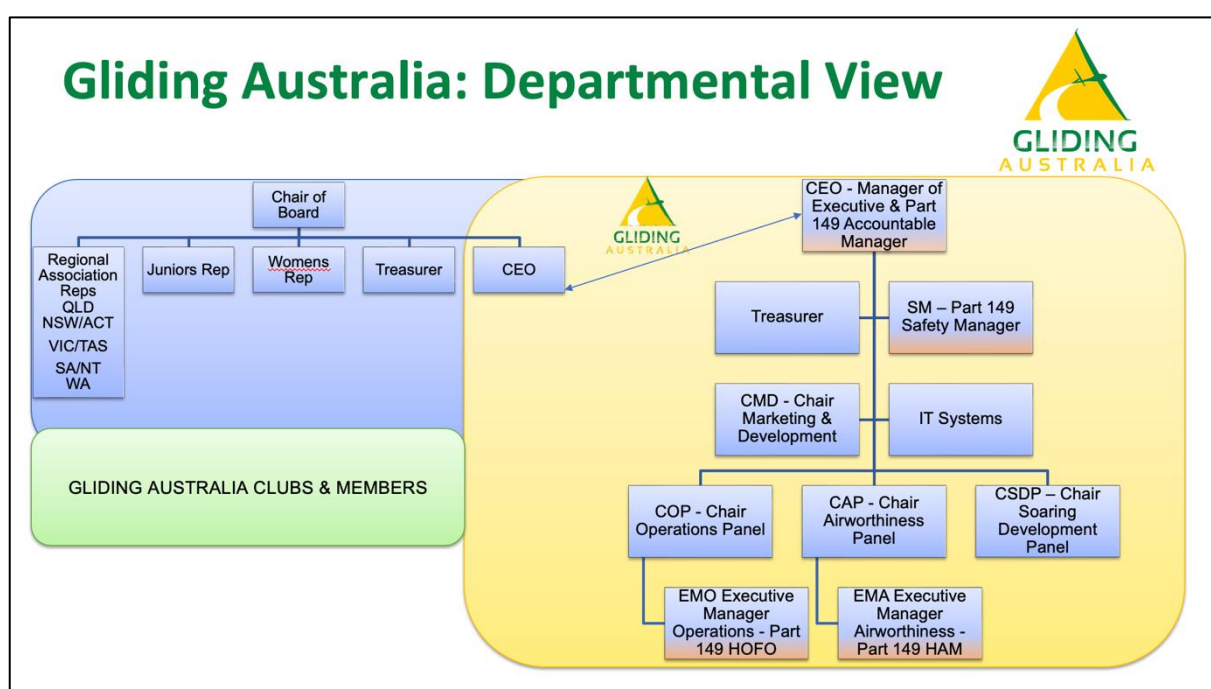


Figure 3: Gliding Australia Departmental View