

POSITION DESCRIPTION

POSITION: *MCC Simulator Instructor (SI): full-time*

REPORTS TO: *Manager Airline Transition Training (ATT)*

DEPARTMENT: *Simulator Training*

LOCATION: *Wellcamp Airport*

INCUMBENT:

DATE:

PURPOSE OF JOB

Conduct multi-crew cooperation (MCC) simulator training for airline pilot trainees, using approved airline procedures while familiarising them with 'big-jet' aircraft handling.

PRINCIPAL ACCOUNTABILITIES

- a. Comply with the ATT simulator training program as published by Manager ATT.
- b. Sign in and sign out of the electronic flying program before and after the scheduled simulator session or mass brief.
- c. Be responsible for an FTA iPad drawn from the IT section to be used for Jeppesen and or NavBlue navigation charts and lesson preparation from the ATT documents.
- d. Brief the trainees before the simulator session on the lesson objectives using best practise instructional methods and include a health and safety brief when relevant, i.e. first lesson on the assigned FTD device.
- e. Fill in the aircraft maintenance log in the laid down manner.
- f. Conduct the lesson as per the lesson ATC script and use best practise instructional methods and appropriate time management to achieve the lesson's objectives.
- g. Debrief the trainees after completion of the lesson using the facilitative technique.
- h. Complete the trainees' electronic/paper reports within 12 hours of the session and report training problems to Manager ATT and the relevant standards instructors by email as soon as possible.

- i. Report to the relevant standards teams any standardisation issues and document FTD IOS lesson and ACARS computer errors in a timely manner in writing.
- j. Adhere to FTD start up and shut down/maintenance procedures and fault reporting procedure, and prevent damage being done to the FTD display screens and controls, and the ACARS computer.
- k. Ensure FTD is left in a tidy state after a simulator session, FTD access is left secure and inner doors to the FTD devices are closed.
- l. Report to Manager ATT by email any support equipment and training resource deficiencies.
- m. Assist the standards teams to update or correct documentation.
- n. Carry out any over and above tasks as delegated by the Manager ATT.

PHYSICAL AREAS OF RESPONSIBILITIES

- a. The FTD devices and their associated buildings and briefing rooms
- b. ATT section and its immediate environs.
- c. The desktop CBTs and Airbus IPT and their immediate environs.

REQUIRED KNOWLEDGE AND EXPERIENCE

- a. Preferred: Certificate IV in Training and Assessment or a qualification in adult education at a diploma or higher level.
- b. Ability to conduct a full simulator session, including brief and debrief to a set standard as specified by customer.
- c. Maintain or good knowledge of courses taught at FTA for the aircraft devices located on FTA premises and comply with all FTA training and familiarisation programs for your post.
- d. Have or have held a recognised ATPL with CIR
- e. Extensive aircrew experience in an airline environment
- f. Multi-crew experience
- g. Have previous simulator instructional experience
- h. Experience in training multi-cultural students
- i. An airline training background
- j. Good interpersonal and leadership skills
- k. Good communication skills.

WORK HEALTH AND SAFETY

- a. Work in a safe manner without risk to yourself, others or the environment.
- b. Complying with the WHS management plan, and following all standard operating procedures.
- c. Report all incidents to the supervisor.
- d. Report all injuries and illnesses to the designated first aid officer and WHS officer.
- e. Report all WHS hazards to WHS representative or WHS officer.
- f. Active participation in agreed WHS consultation mechanisms, including provision of suggestions on how WHS issues can be addressed or WHS methods may be improved.
- g. Seeking of assistance if unsure of WHS rules or work methods.
- h. Report any faulty tools, plant or equipment to the supervisor.
- i. Compliance with and adherence to all workplace rules.
- j. Correctly using, maintaining and caring for all personal protective equipment provided.
- k. Compliance with all emergency and evacuation procedures.

OTHER ACTIVITIES

- a. Responsible for providing input and offering recommendation for the improvement of company processes and procedures.
- b. Compliance with the organisation Quality System as they relate to their area of activity.
- c. All other reasonable activities, as requested by management.

RELEVANT REFERENCES

- a. ATT Administration Manual ATT V3S-M1
- b. The ATT Documents for the relevant airline or MCC course
- c. The instructor notes or ATC scripts for the relevant airline training program.

ACKNOWLEDGEMENT/ACCEPTANCE

Signature of job holder: _____ Date: _____

Signature of supervisor: _____ Date: _____