

THE GLIDING FEDERATION OF AUSTRALIA INC, TRADING AS GLIDING AUSTRALIA

ABN 82 433 264 489

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Position Descriptions

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REVISION RECORD

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DOCUMENT CHANGE PROPOSAL

Document Title: <i>(If for a manual or document to be changed, use the manual/document title)</i> ADMIN0019 GFA POSITION DESCRIPTIONS	Tracking Details (Office use only)	
	Number:	Date Received:
Name of person submitting change proposal:		
Email Address:	Phone:	Membership Number:
What should be changed? <i>(Include Section or Chapter reference if for a document. Add attachments if required)</i>		
Description and Reason: <i>(Provide a brief description and supporting comment as to why the change is needed, and how it will benefit Gliding Australia).</i>		
Source for supporting data or details that may assist the review:		
<p>NOTE: Please ensure a clear description of the issue / opportunity has been given, supporting data if available has been identified and / or attached.</p> <p>This form may be sent to the Gliding Australia by the following means:</p> <p>Email: returns@glidingaustralia.org</p> <p>Mail: Gliding Australia, C4/1-13 The Gateway, Broadmeadows, Vic 3047</p>		

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1 INTRODUCTION

The Gliding Federation of Australia Inc (GFA) is a complex organization servicing 2,400 members across 86 clubs nationwide who operate some 1,300 sailplanes. The GFA is required to administer all aspects of the sport including operational and airworthiness safety standards and aircraft registration on behalf of the Civil Aviation Safety Authority.

GFA aims to recruit and select the best possible candidates in a timely and cost-effective manner. This contributes to GFA strategic aims and helps to ensure continuous improvement in standards and capability. This document provides job descriptions for all of the GFA positions. These job descriptions ensure that GFA meets all legislative and regulatory obligations, a culture of excellence, and a workforce mix and profile appropriate to its business needs and sustainability.

This manual presents the job descriptions by their role in the organization in the following groups:

- a. Administration
- b. Operations
- c. Airworthiness
- d. Sport

1.1 Scope and Application

GFA is primarily a volunteer-run organization, which does employ a mix of permanent part time employees, a number of part time casual staff, plus contractors for specific short term projects.

The job descriptions apply to volunteer positions as well as employees and contract positions.

1.2 Description Outline

Each position description will outline the following:

- a. The role
- b. Any operating arrangements
- c. Position duties and accountabilities
- d. Selection criteria including mandatory and / or desirable qualifications and experience

2 GOVERNANCE

2.1 Chair of the Board

Title	Chair of the Board
Position	Volunteer
Location	Remote
Reports to	GFA Membership
Subordinates	Chief Executive Officer
Remuneration	Volunteer. Costs reimbursable.

THE ORGANISATION

The Gliding Federation of Australia (GFA) is a complex organization servicing 2400 members across 86 clubs nationwide who operate some 1,100 sailplanes. The GFA is 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. The GFA structure has a Board which sets policy and goals. Below the Board is an executive team consisting of volunteers and paid staff. The Chief Executive Officer is the head of the Executive Committee and reports directly to the Board.

THE ROLE

The Chair of the Board's (CoB) role is to lead the Board in providing governance for the GFA. In conjunction with the Board Members, the CoB is to formulate strategies to facilitate GFA ambitions as expressed by clubs and members through the regional (state) gliding associations.

The CoB is to ensure the Board provides governance for the GFA by providing the framework of rules, policies, relationships, systems and processes within and by which GFA is managed.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position is voluntary. Remote working arrangements are expected.

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

POSITION DUTIES AND ACCOUNTABILITIES

Managing the GFA Board

- Provide leadership to the Board.
- Work collaboratively with the CEO to establish Board meeting agendas.
- Oversee Board meetings, and call special meetings as necessary.
- Actively engage the board members, encouraging them to participate and share information.
- Work with board members, establish sub-committees for specialised advice.
- Coordinate a process for board self-evaluation and implements recommendations for improvement.

Managing the Chief Executive Officer

- Select and appoint the Chief Executive Officer in conjunction with the Board Members.
- Support and review the performance of the Chief Executive Officer in conjunction with the Board Members annually.
- Direct the CEO to implement policy decided by the Board.
- Terminate the Chief Executive Officer if required and supported by the Board.

- Act as a sounding board for the CEO regarding emerging issues or potential problems.

Strategic Planning

- Oversees the development and successful implementation of the GFA's strategic plan.
- Ensure the strategic plan is regularly reviewed in regard to the changing requirements of gliding.
- Ensure there is alignment between regional associations regarding strategic goals and objectives set in the strategic plan.
- Ensure that the board's planning is consistent with the views of regional associations.

Governance

- Lead the culture and purpose of the GFA.
- Ensure issues regarding governance, confidentiality, conflict of interest, and other pertinent board policies are addressed in a timely fashion.
- Uphold the rules of conduct that are outlined in the policies and procedures of the GFA.
- Chair the Annual General Meeting.
- May attend Executive Committee meetings as an observer.
- Work with the Board, ratify the appointment of executive committee chairs in a timely manner.
- When appropriate, represent the GFA at local, regional, state or national events and/or activities
- When appropriate, represent the GFA at CASA and Air Services.

SELECTION CRITERIA

The Chair of the Board is elected by the Board Members from nominations for the position from the general membership.

Key Attributes

- A demonstrated understanding of the sport of gliding and its administration.
- Ability to communicate effectively with Board members, Executive members, gliding clubs and members.
- Is well informed of State and National gliding activities.
- Has a good working knowledge of the GFA constitution, rules and duties of all office holders.
- Is a supportive leader to the GFA Board and CEO and cultivates productive working relationships.
- Consistently produce a high level of performance and governance for the organization.
- Has the ability to influence and motivate other Board members and the CEO.
- Listen intently and employing sensitivity and empathy.
- Is approachable and trustworthy.
- Contribute to strategic thinking.
- Achieve results.
- Provide effective mediation and resolution.

2.2 Board Member

Title	Board Member
Position	Volunteer
Location	Remote
Reports to	GFA Board
Subordinates	N/A
Remuneration	Volunteer. Costs reimbursable.

THE ROLE

The Gliding Federation of Australia (GFA) is a sport aviation organization servicing 2400 members across 86 clubs nationwide who operate some 1,100 sailplanes. The GFA is 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. The GFA structure has a Board which sets policy and goals. Below the Board is an executive team consisting of volunteers and paid staff. The Chief Executive Officer is the head of the Executive Committee and reports directly to the Board.

THE ROLE

The board includes five regional board members (representing the QLD, NSW, VIC/TAS, SA/NT and WA regions) plus Women's and Juniors' representatives. The Board Members' role is to provide governance for the GFA, and to formulate strategies to facilitate GFA ambitions as expressed by clubs and members through the regional (state) gliding associations.

The Women's and Juniors' Board Members fill the same role as the regional Board Members, but represent their communications at the Women and Junior members respectively.

The Board Member is responsible for reporting the outcomes of Board meetings back to their region / membership.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position is voluntary and remote working arrangements are expected.

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

POSITION DUTIES AND ACCOUNTABILITIES

GFA Board

- Attend and contribute to Board meetings on a regular basis.
- Represent their region in establishing policies and strategic objectives for GFA.
- Ensure that GFA Board business is communicated in a timely manner to the regional associations' President and Committee.
- Understand the changing requirements of gliding within Australia and their regions.
- Alert the regional associations to significant issues arising within the GFA.
- Ensure the GFA Board and Executive Committee are informed of significant issues within the regional associations.
- Submit regular reports of regional activity to the GFA Board.

Strategic Planning

- Contribute to the formulation and establishment of GFA strategies and objectives.

- Identify opportunities at the national level which the regional associations could take advantage of.
- Provide advice on the changing requirements of gliding within Australia.
- Assist the regions to facilitate their aspects of the GFA strategic plan.
- Submit reports of regional progress in implementing the strategic plan to the GFA Board.

Governance

- Establish and maintain a GFA governance framework, including a compliance framework to ensure the GFA meets its obligations.
- Contribute to the formulation and establishment of GFA policies.
- Assist the Chair of the Board with selecting, appointing, supporting and reviewing the performance of the Chief Executive Officer.
- Oversee financial performance and approve annual budgets.
- Set the salary, compensation and benefits of the CEO.
- Ratify the salaries, compensation and benefits of staff.

SELECTION CRITERIA

Each regional Board Member is elected by the regional associations or membership group and ratified at the GFA AGM

Key Attributes

- Have a broad understanding of the sport of gliding and administration.
- Be able to communicate effectively.
- Remain well informed of regional and National activities.

PART 149 KEY POSITION

2.3 Chief Executive Officer

Title	Chief Executive Officer
Position	Part Time (0.8)
Location	Melbourne (Preferred but Negotiable)
Reports to	GFA Board
Subordinates	GFA Executive
Remuneration	Negotiable depending on experience plus 9% superannuation.

THE ROLE

The Gliding Federation of Australia (GFA) is a complex organization servicing 2400 members across 86 clubs nationwide who operate some 1,100 sailplanes. The GFA is 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. The GFA structure has a Board which sets policy and goals. Below the Board is an executive team consisting of paid staff and volunteers. The Chief Executive Officer is the head of the executive team and reports directly to the Board.

The Chief Executive Officer's role is to ensure compliance with legal and regulatory obligations, provide, manage and coordinate corporate administrative services of the GFA in its roles of administration, promotion and development of gliding and soaring flight as a sporting and recreational activity.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA 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 some weekends.

POSITION DUTIES AND ACCOUNTABILITIES

- Ensure compliance with legal and regulatory obligations.
- As the Part 149 Accountable Manager (AM), oversee the Safety Management System (SMS) implementation and performance to requirements, including day-to-day control of financial and human resources required for proper implementation of an effective SMS.
- Implement and promote safety management policies required by CASR Part 149, including direction of the Safety Manager (SM).
- Through the Safety Manager (SM), cultivate awareness of SMS roles and responsibilities for safety policy, standards, and culture of GFA,
- Ensure that a suitably qualified individual for the position of Safety Manager (SM) is appointed or elected,
- Act as Deputy Chair of the GFA Safety Committee;
- Managing the executive team in the implementation of all approved plans, policies and programs and achieving agreed targets set by the Board.
- Provide oversight of the financial management of the organisation.
- Set the salary, compensation and benefits of the staff (ratified by the Board).
- Provide reports to the Board as required.
- Manage the Executive team in the effective operation, administration and development of the GFA.
- Provide executive services, advice and support to the GFA Board.

PART 149 KEY POSITION

PART 149 KEY POSITION

- Represent the GFA in discussions/negotiations with various Federal and State authorities.
- Represent the GFA in Government and industry forums.
- Provide advice, support, direction and guidance to other staff, volunteer officers and the general members.
- Contribute to the preparation and review of organisational documentation, including web-based resources.
- Undertake other duties, investigations and projects as directed by the Board.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- Demonstrated knowledge of the legal and regulatory obligations of sport aviation and incorporated associations,
- Demonstrated management experience in a gliding environment (club, regional and/or national levels),
- Highly developed leadership skills and experience,
- An adequate technical background to understand the systems, regulations and processes that support corporate management, administration, and SMS operation.
- Demonstrated corporate services management ability
- Demonstrated knowledge and experience in organisational management and administration.
- Demonstrated knowledge and experience in using office based computer applications.

Desirable

- Demonstrated management experience in a gliding environment (club, regional and/or national levels),
- Experience and understanding of gliding as a sport.
- Experience in reporting to and supporting a Board of management.
- Experience in working with volunteer organisations.
- Experience in successful project management, or organisational change management, involving multiple stakeholders and meeting performance outcomes.
- A business related tertiary qualification or company directors training or equivalent experience.

Key Attributes

Communicates effectively

- Demonstrated high degree of interpersonal and written communication skills, including the ability to liaise at a professional level with members, government departments, private organisations and the general public.
- Experience and ability to communicate effectively in a complex environment.

Contributes to strategic thinking

- Demonstrated ability to formulate sound strategic plans and programs to effectively deliver corporate goals.
- Demonstrated ability to analyse enterprise, strategic and systemic risk issues, then develop effective mitigation plans.
- Considers the ramifications of issues and longer term impacts on organisational goals.

PART 149 KEY POSITION

PART 149 KEY POSITION

- 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.
- Ability to manage strategic communications to achieve alignment and collaboration.

PART 149 KEY POSITION

PART 149 KEY POSITION

2.4 Safety Officer

Title	Safety Officer
Position	Volunteer (0.5)
Location	Remote
Reports to	Chief Executive Officer (Accountable Manager)
Subordinates	Club Safety Officers
Remuneration	Volunteer. Costs reimbursable.

THE ROLE

The Safety Manager's role is to ensure GFA compliance with Part 149 safety regulatory obligations and governance, while supporting GFA clubs and members safety management and emergency response planning, safety education and culture development for gliding and soaring flight as a sporting and recreational activity.

The Safety Manager (SM) is appointed by the GFA Board as a member of the GFA Executive and reports directly to the CEO in their role as Accountable Manager (AM). The SM must ensure that the CEO, is kept properly informed on safety matters. The SM is not the sole person responsible for safety; they are, however, responsible for the development, administration, and facilitation of the Safety Management System (SMS).

POSITION DUTIES AND ACCOUNTABILITIES

- Provide direct advice to the CEO and Board on any strategic, safety and risk issues affecting GFA's ability to achieve Part 149 safety outcomes and comply with SMS policy and requirements.
- As directed by the CEO, ensure that systems, processes, and data needed for an effective SMS are established, implemented, and maintained.
- Ensure the SMS is periodically reviewed, outcomes measured and reported, and continuously improved.
- Liaise as necessary with the EMO and COD on matters relating to flying operations standards and safety, and with the EMA and CAD on airworthiness standards and safety, and CEO on safety governance.
- Chair the GFA Safety Committee.
- Provide safety briefings and advice to the CEO, staff or contractors, and members.
- Promote safety awareness and a positive, just safety culture.
- Assist operations and airworthiness departments in ensuring that incident and accident investigations are undertaken and reported,
- Support, develop, promote and improve GFA reporting systems in order to provide identification and management of hazards, risk and occurrence analysis and feedback of safety advice to clubs and members.
- Developing and maintain safety documentation.
- Maintain the GFA Emergency Response Plan (ERP), including templates for ERP planning and implementation at club level,
- Coordinating provision of advice and support to Club Safety Officers,
- Maintaining an effective relationship with Defence on AAFC safety issues,
- Ensuring safety and risk assessments on GFA change management proposals are performed.

PART 149 KEY POSITION

PART 149 KEY POSITION

- Assist with preparing and reviewing Document Change Notice (DCN) applications to CASA for significant changes as defined in the GFA Change Management Manual ADMIN0015.

To avoid any conflict of interest, and enhance independence of advice, the SM should not normally have a dual role or simultaneously hold another position in the GFA Board or Executive.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- Tertiary qualifications in safety and risk management (preferably aviation related); AND/OR
- Extensive operational and/or airworthiness management experience in a gliding environment (club, regional and/or national levels); OR
- Adequate technical knowledge and practical experience relevant to understand the systems, regulations and processes that support SMS operation in an aviation environment; AND
- A sound understanding of safety and risk management principles and processes either through formal training, or practical experience, or a combination.

Desirable

- Experience in applied risk management and safety case development in a relevant environment,
- Experience in organisational change and culture development,
- Experience in education or strategic communications,
- Experience in strategic or corporate leadership and/or corporate governance.

Key Attributes

Communicates effectively

- Demonstrated high degree of interpersonal and written communication skills, including the ability to liaise at a professional level with members, government departments, clubs and safety professionals.
- Experience and ability to communicate effectively in a complex environment.
- Demonstrated ability to apply diverse communications channels in educational and culture development activities.

Contributes to strategic thinking

- Demonstrated ability to analyse enterprise, strategic and systemic risk issues, then develop effective mitigation plans.
- Demonstrated ability to formulate sound strategic plans and programs to effectively deliver safety and risk management outcomes.
- Explores innovative solutions to assist the organisation in the attainment of safety goals.

Achieves results

- Demonstrates responsiveness to emergent safety and risk issues.
- 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 safety people internally and externally.

PART 149 KEY POSITION

PART 149 KEY POSITION

- Ability to operate effectively in a volunteer sporting organisation.
- Ability to manage strategic communications to achieve alignment and collaboration.

PART 149 KEY POSITION

2.5 Treasurer

Title	Treasurer
Position	Volunteer
Location	Remote
Reports to	GFA Board
Subordinates	Bookkeeper
Remuneration	Volunteer. Costs reimbursable.

THE ORGANISATION

The GFA is a complex organization servicing 2400 members across 86 clubs nationwide who operate some 1,100 sailplanes. The GFA is 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. The GFA structure has a Board which sets policy and goals. Below the Board is an executive team consisting of paid staff and volunteers. The Chief Executive Officer is the head of the executive team and reports directly to the Board.

THE ROLE

The Treasurers role is to ensure the financial affairs of the GFA are well managed, that all money due is received and that all authorized payments are made, and that correct books and accounts are kept.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position voluntary and remote working arrangements are expected.

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

POSITION DUTIES AND ACCOUNTABILITIES

General Financial Oversight

- Oversee and present budgets, accounts and financial statements.
- Ensure that appropriate accounting procedures and controls are in place.
- Ensure relevant legislation is complied with.
- Engage the auditor, manage the audit process and ensure any recommendations of the auditors are implemented.
- Ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.
- Liaise with designated staff about financial matters.
- Ensure relevant communication with Board members.

Financial Planning and Reporting

- Present financial reports to the Board.
- Present the accounts to the members at the Annual General Meeting (AGM).
- Provide advice on the organisation's reserves and investment policies.
- Provide advice on the financial implications of the organisation's strategic and operational plans.
- Provide advice on the fundraising strategy of the organization.

- Ensure that there is no conflict between any investment held and the aims and objects of the Federation

General

- Chair meetings of the Finance Sub-Committee as required.
- Participate on appraisal, recruitment and disciplinary panels as required.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- Experience of financial control and budgeting.
- Ability to communicate effectively with Board members, Executive members, gliding clubs and members.

Desirable

- Experience with Accounting Software packages

Key Attributes

- Ensure decisions are taken and followed-up.
- Pays attention to detail.
- Good time-keeping.

3 ADMINISTRATION

3.1 Bookkeeper

Title	Bookkeeper
Position	Negotiable
Location	GFA Office, Broadmeadows
Reports to	Treasurer
Subordinates	Nil
Remuneration	Paid per hour plus award superannuation

THE ROLE

The GFA is a complex organization servicing 2300 members across 75 clubs nationwide who operate some 1,100 sailplanes. The GFA is 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. The GFA structure has a Board which sets policy and goals. Below the Board is an executive team consisting of volunteers supported by a small number of paid staff. The Chief Executive Officer (CEO) is the head of the executive team and reports directly to the Board.

THE ROLE

Under the direction of the Treasurer, the Bookkeeper is to ensure all money due is received and all authorized payments are made, and that correct books and accounts are kept.

OPERATING ARRANGEMENTS FOR THE ROLE

The position is located at the GFA national office in Broadmeadows, Melbourne. Remote working arrangements may be available/required.

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

Initial appointment will include a 3 month probation/trial period prior to confirmation of ongoing employment.

An annual performance review and discussion will be provided in order to ensure continued professional development and performance evaluation.

POSITION DUTIES AND ACCOUNTABILITIES

- Ensure appropriate accounting procedures and controls are in place.
- Ensure compliance with relevant legislation.
- Liase with the auditor, manage the audit process and ensure any recommendations of the auditors are implemented after discussions with the Treasurer.
- Ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.
- To liaise with Treasurer about financial matters.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- Experience of financial control and bookkeeping

- Experience with Accounting Software packages

Key Attributes

- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are followed-up
- Attention to detail
- Good time-keeping

3.2 Administration Officer

Title	Administration Officer
Position	Part Time
Location	GFA Office, Broadmeadows, Victoria
Reports to	Chief Executive Officer
Subordinates	Nil
Remuneration	Paid per hour plus award superannuation.

THE ORGANISATION

The GFA is a complex organization servicing 2300 members across 75 clubs nationwide who operate some 1,100 sailplanes. The GFA is 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. The GFA structure has a Board which sets policy and goals. Below the Board is an executive team consisting of volunteers supported by a small number of paid staff. The Chief Executive Officer (CEO) is the head of the executive team and reports directly to the Board.

THE ROLE

Under the direction of the CEO, to provide administrative and secretarial support to the GFA Board, Executive and other officers; to coordinate and prioritise office administrative activities; and in conjunction with other GFA staff, to support the airworthiness and membership service functions of the GFA office.

OPERATING ARRANGEMENTS FOR THE ROLE

The position is located at the GFA national office in Broadmeadows, Victoria. Remote working arrangements may be available/required.

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

Initial appointment will include a 3 month probation/trial period prior to confirmation of ongoing employment.

An annual performance review and discussion will be provided in order to ensure continued professional development and performance evaluation.

POSITION DUTIES AND ACCOUNTABILITIES

Membership Services

- Provision of member services, including membership applications, on-line shop, web page content and responding to member requests.
- Ensure that member data and records are maintained to a professional standard.

Aircraft Registration

- Provision of aircraft registration services for sailplanes on behalf of CASA, including processing registration applications, registration transfers, deregistration and responding to member requests.
- Ensure that aircraft data and records are maintained to a professional standard.
- Respond to CASA requests and audits.

Operations Support

- Draft and distribute GFA NOTAMS during periods of significant gliding activity.

Business Support

- Coordinate arrangements for GFA Board and Executive meetings and other member forums, including venue, accommodation and travel bookings and provision of hard copy documents.
- Provide administrative support for the GFA Board, CEO and the Executive Committee members.
- Coordinate and prioritise office administrative activities to ensure that GFA Executive priorities are achieved in a timely manner.
- Maintain office administrative procedures required to meet the GFA's legislative and contractual obligations.
- Provide guidance and support to other staff in relation to complying with safety systems and processes.
- Other activities as directed by the Chief Executive Officer.

SELECTION CRITERIA

Mandatory

- Experience in office administration procedures.
- Experience with office based computer applications, web based documents and databases.
- Experience in providing quality customer service.
- Demonstrated high degree of interpersonal and written communication skills.

Desirable

- Experience in working effectively as part of a small team.
- Experience in event organization.
- Experience in working within a member based organization.
- Experience and understanding of sport aviation, particularly gliding.

Qualifications and/or Experience

- Experience in working with CASA delegations

Key Attributes

- Attention to detail.
- Ability to communicate effectively face to face, by telephone and by email
- Responds to member requests in a timely manner, with patience and empathy.
- Establishes clear plans and time frames for task implementation.
- Remains flexible and responsive to changes in requirements.
- Capitalises on the expert skills and knowledge of others.
- Sees projects through to completion.
- Builds and sustains relationships with fellow staff members.
- Ability to operate effectively in a volunteer sporting organization.

4 OPERATIONS

4.1 Chair Operations Department

Title	Chair Operations Department (COD)
Position	Volunteer
Location	Remote
Reports to	Chief Executive Officer
Subordinates	Executive Manager Operations.
Remuneration	Volunteer. Cost reimbursable.

THE ROLE

The Chair of Operations Department (COD) is an appointed member of the GFA Executive, ratified by the GFA Board. The COD is responsible for directing, developing, and assuring operations functions specified in GFA MOSP Part 2, directing the Executive Manager Operations, assuring operational safety aspects of the GFA Emergency Response Plan, coordinating operations response and liaising with external authorities as appropriate, and coordinating with Defence authorities on Australian Air Force Cadets (AAFC) compliance with GFA operations systems and processes, with Defence authorities responsible for compliance with Defence and Commonwealth airworthiness and duty of care obligations.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position voluntary. Remote working arrangements are expected.

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

POSITION DUTIES AND ACCOUNTABILITIES

Managing the GFA Operations Department

- Provide operational advice and information to the GFA Board to allow the Board to develop strategy. Execute operational strategy in line with Board policy through MOSP2, the EMO and the Operations Panel.
- Provide oversight of EMO implementation of operational aspects of the GFA SMS in conjunction with the Safety Manager.
- Manage the EMO where operational matters are concerned; including hours of duty, leave arrangements and work performance.
- Approve RMO nominations from the regions.
- Chair meetings of Operations Panel.
- Coordinate with Defence for Australian Air Force Cadets (AAFC) compliance with GFA operations systems and processes. The Defence AAFC authority is responsible for compliance with Defence and Commonwealth operations and duty of care obligations.
- In conjunction with the Treasurer and Chief Executive Officer, establish financial budgets and manage the on-going expenses of the Operations Panel and associated activities.
- Routinely examine the resources and capabilities of the Operations Department and make recommendations to the Board on how best to structure the department to meet its organisational objectives.
- Operations member of the GFA Safety Committee.

Operations Standards

- Maintain an effective knowledge of CASA regulations and procedures and attend training, as required.
- Periodically review the accreditation system for GFA members' operational authorisations and ensure improvements are implemented as required.
- In conjunction with the Operations Panel, develop and monitor the operational performance standards, training standards and methods applied to pilot and instructor training. Make recommendations to the GFA Board on major changes and improvements as necessary.
- Approve minor changes to the GFA operations manuals in accordance with the GFA Change Management Manual.
- Ensure results from investigations into Safety Occurrence Reports are provided to members to improve safety outcomes.
- Review results of investigations into breaches of operations policy/procedures and provide routine summary report to GFA Board. Notify GFA Board of breaches to be reported to CASA.

Industry Liaison and Industry Trends

- Participate as required in negotiations pertaining to operational matters between the GFA, CASA, Air Services Australia, ATSB and other aviation organisations.
- Develop and implement recommendations pertaining to operations with the introduction of new technology as they affect the interests of GFA members.
- Monitor operations development and trends in sport aviation in Australia and overseas.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- Demonstrated knowledge of the regulatory requirements of operations.
- Demonstrated leadership skills with the ability to provide operational and policy direction at the national level.
- GFA Level 3 Instructor
- Detailed knowledge of the GFA Safety Management System.
- Effective communication skills.

Desirable

- Qualifications or equivalent experience in risk management, safety, adult education or training.
- Experience with Safety Management Systems.
- Project management skills.

Key Attributes

Communicates effectively

- Demonstrated ability to communicate effectively in an operational environment, including the ability to liaise at a professional level with members, government departments, private organisations and the general public.

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.

PART 149 KEY POSITION

4.2 Executive Manager Operations

Title	Executive Manager Operations (EMO)
Position	Part time (0.9).
Location	Melbourne (Preferred but remote is negotiable)
Reports to	Chair Operations Department
Subordinates	Regional Manager Operations, Chief Flying Instructors, Club Operations Managers.
Remuneration	Negotiable depending on experience plus 9% superannuation.

THE ROLE

The Executive Manager Operations (EMO) is the manager of GFA operations, including operational training, investigation and safety defect reporting and technical emergency response functions. The EMO is the principal GFA point of contact with CASA on sailplane operations and the ATSB, emergency services, and CASA for accidents.

The EMO provides assistance to the Safety Manager in operations aspects of safety and risk assessments on GFA management of change proposals.

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

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA 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.

POSITION DUTIES AND ACCOUNTABILITIES

Managing the GFA Operations Department

- Provide operational advice to the COP and CEO.
- Implement the regulatory operations obligations and operations aspects of MOSP 2.
- Implement operational aspects of the GFA SMS in conjunction with the Safety Manager.
- Manage the Regional Managers Operations training and provide 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 GFA members.
- Conduct operational safety education programs for members in conjunction with the Safety Manager.
- Ensure operations audits, surveillance and monitoring of GFA clubs for compliance with the GFA MOSP 2 are conducted and ensure any deficiencies detected are addressed in conjunction with the RMO.
- Operations member of the GFA Safety Committee.

Operations Standards

- Maintain an effective knowledge of CASA regulations and procedures and attend training, as required.
- Ensure that the preparation of GFA operational documentation and correspondence is accurate and made available to members in a timely manner.

PART 149 KEY POSITION

PART 149 KEY POSITION

- Maintain an accreditation system for GFA members' operational authorisations.
- Approve, issue, vary and renew, as applicable, operational authorisations.
- Periodically review GFA operations manuals and recommend amendments to the Operations Panel.
- Manage the implementation of changes to GFA operational manuals in accordance with the GFA Change Management Manual.
- Coordinates all GFA accident investigations and is 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 the GFA operations manuals by members. Implement remedial action in accordance with the Compliance and Disciplinary Procedures. Notify CASA as required by Part 149.
- Prepare quarterly statistical reporting for the CEO to provide to CASA on the numbers of GFA members, aircraft, accidents, incidents, defects and fatalities.
- Participate as required in negotiations pertaining to operational matters between the GFA, 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 bodies as directed by COD or CEO.
- 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.
- A minimum of 2 years experience and 200 hours as a GFA instructor, or equivalent fixed wing instructor in other aviation organization(s).
- Demonstrated knowledge of the GFA Safety Management System.
- Demonstrated knowledge and experience in operations, pilot and instructor training.
- Effective communication skills.
- Basic computer skills in the Windows environment for the generation of policy documents, technical documents, and general correspondence to GFA 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 experience.

Key Attributes

PART 149 KEY POSITION

PART 149 KEY POSITION

Communicates effectively

- Demonstrated 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.
- Demonstrated public presentation skills.

Contributes to strategic thinking

- Demonstrated ability to formulate sound 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.

PART 149 KEY POSITION

4.3 Regional Manager Operations

Title	Regional Manager Operations (RMO)
Position	Volunteer.
Location	Remote
Reports to	Executive Manager Operations
Subordinates	N/A.
Remuneration	Volunteer. Cost reimbursable.

THE ROLE

The Regional Manager Operations (RMO) is the regional assistant to the Executive Manager Operations. RMOs assist with managing instructor training, safety and incident investigation and reporting and technical emergency response functions within their region. RMOs carry out biennial club audits and assist clubs and members with their safety and operations functions.

In larger regions two or more RMOs and assistants may be appointed. They will organise the Region functions between them and advise GFA which clubs they are responsible for. One RMO is the manager as appointed by the EMO and is responsible to organise their region.

The GFA Regional Association nominate RMO(s) to the Operations Department which recommends a nomination to the GFA Board for approval.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position voluntary and remote working arrangements are expected.

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

POSITION DUTIES AND ACCOUNTABILITIES

Supporting GFA Operations

- Ratification of a club CFI or club Operations Manager;
- Approval of instructor training and testing;
- Initial issue and removal of level 3 instructor authorisation;
- Ratification of a competition safety officer;
- Audit each gliding club within their area of responsibility at least once every two years to determine:
 - That an adequate standard of operational safety is maintained IAW GFA MOSP 2 requirements.
 - Perform check flights with the CFI / Operations Manager, and as many of the club instructors / senior pilots as possible;
 - Check that emergency procedures are present and up to date, together with any emergency equipment appropriate to the launch method;
 - A check of spin training methods and standards;

Issue Request for Corrective Action (RCAs) notices for any deviations from the requirements listed in the GFA MOSP 2.

Write a report on each to GFA.

The RMO may delegate some of these to Level 3 Instructors from a neighbour club. They will supervise and approve the report.

- Provide operational approval of gliding sites
- Maintain records of all instructors, including AEIs and charter pilots, in their region;
- Revalidate instructors who have become inactive;
- Carry out regular Regional Operations Panel meetings;
- Carry out any operational and accident related investigations for the COD and, to assist the EMO as required;
- Report to the EMO any operational problems within their area of responsibility.
- Cooperate with and assist the Regional Manager Airworthiness (RMA) on matters of mutual and overlapping interest.
- Regularly report on their activities to the State Regional Association and to the EMO.
- Attend an annual RMO conference, if possible, to coordinate GFA operations department functions.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- Detailed knowledge of the GFA Operational System as required by the GFA MOSP 2.
- A Level 3 Instructor or a person who has held a Level 3 Instructor authorisation.
- Demonstrated ability to provide leadership and direction for operational matters at the state and local level.

Desirable

- Experience with online reporting systems, Safety Management Systems and database management systems.
- Demonstrated skills in providing adult training.

Key Attributes

Communicates effectively

- Demonstrated ability to communicate effectively in an operational environment.

Contributes to strategic thinking

- Explores innovative solutions to assist the organisation in the attainment of its goals.

Achieves results

- Experience and ability to work autonomously with minimal supervision, but also to contribute to team goals and organisational outcomes at a national level.

Cultivates productive working relationships

- Builds and sustains relationships with a network of local and regional people.
- Ability to operate effectively in a volunteer sporting organization.

5 AIRWORTHINESS

The GFA is a complex organization servicing 2400 members across 86 clubs nation wide who operate some 1,100 sailplanes. The GFA is 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.

Sailplanes on the GFA aircraft register cover a broad spectrum of types, including motor gliders, from a variety of manufacturers as well as home-built. Aircraft range from new types to vintage gliders manufactured up to 60 years ago. Construction materials include wood, metal and composites. Launch methods include aerotowing, winching and auto-towing.

The GFA Airworthiness department is composed of several volunteer positions, the secretariat and the CTO who are staff positions. These positions include:

- a. Chairman GFA Airworthiness Department (CAD)
- b. Deputy Chairman Airworthiness Department (DCAD)
- c. Executive Manager Airworthiness (EMA)
- d. Regional Manager Airworthiness (RMA)
 - One in each Region is the RMA manager so it is clear who is responsible to manage the state.
 - A second RMA is appointed to help in larger states and is expected to progress to take-over the manager position.

5.1 Chair Airworthiness Department

Title	Chair Airworthiness Department (CAD)
Position	Volunteer
Location	Remote
Reports to	Chief Executive Officer
Subordinates	Executive Manager Airworthiness, Deputy Chair Airworthiness Department.
Remuneration	Volunteer. Cost reimbursable.

THE ROLE

The Chair of Airworthiness Department is an appointed member of the GFA Executive, ratified by the GFA Board. The CAD is responsible for directing, developing, and assuring airworthiness functions specified in GFA MOSP Part 3, directing the Executive Manager Airworthiness, assuring technical safety aspects of the GFA Emergency Response Plan, coordinating airworthiness response and liaising with external authorities as appropriate, and coordinating with RAAF authorities on Australian Air Force Cadets (AAFC) compliance with GFA airworthiness systems and processes, with Director General Air Force Cadets – Air Force responsible for compliance with Defence and Commonwealth airworthiness and duty of care obligations.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position voluntary and remote working arrangements are expected.

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

POSITION DUTIES AND ACCOUNTABILITIES

Managing the GFA Airworthiness Department

- Ensure compliance with and implementation of regulatory airworthiness obligations and compliance with, and implementation of, airworthiness aspects of GFA OPS 0001 Operations Regulations.
- Assuring technical safety aspects of the GFA Emergency Response Plan, coordinating airworthiness response and liaising with external authorities as appropriate.
- Manage the CTO where airworthiness matters are concerned; including hours of duty, leave arrangements and work performance.
- Manage the DCAD training and provide mentoring and development.
- Provide leadership and mentoring to the RTO-As and encourage State Associations to recruit and develop their officers. Ratify RTO-A nominations and present to the Board for approval.
- Provide reports to the Board as required.
- Establish and maintain effective dialog with CASA officers and departments for the continued working relationship required to maintain GFA delegations.
- Coordinate with Director General Air Force Cadets – Air Force for Australian Air Force Cadets (AAFC) compliance with GFA airworthiness systems and processes. Director General Air Force Cadets – Air Force retains responsibility for compliance with Defence and Commonwealth airworthiness and duty of care obligations.
- In conjunction with the GFA Treasurer and Chief Executive Officer, establish financial budgets and manage the on-going expenses of the Department.
- In conjunction with the GFA Treasurer and GFA Secretary, establish financial budgets and manage the on-going expenses of the Department.
- Routinely examine the resources and capabilities of the GFA Airworthiness department and make recommendations to the Board on how best to structure the department to meet its organisational objectives.
- Airworthiness member of the GFA Safety Committee

Airworthiness Standards

- Maintain an effective knowledge of CASA procedures and attend training, as required, in order to retain the delegation of CASA authorities.
- Ensure that the maintenance of the GFA Sailplane aircraft register is timely and accurate and is meeting the requirements of CASA.
- Ensure that the preparation of GFA technical documentation and correspondence is accurate and made available promptly to aircraft owners/operators, commercial repair organisations and the general GFA membership, as appropriate.
- Ensure that archives are maintained for the long-term storage of airworthiness information and aircraft registers in accordance with the requirements of CASA and relevant Federal Government legislation.
- Supervise and review the accreditation system for the conduct of Sailplane maintenance by GFA aircraft inspectors, Approved Maintenance Organisations and daily aircraft inspections by GFA pilots.
- Implement and approve changes to the GFA Manual of Standard Procedures and all other airworthiness technical publications in respect of GFA airworthiness policy and procedures.
- Investigate breaches of airworthiness policy/procedures and implement remedial action and/or provide recommendations for appropriate action to the GFA Board and/or CASA.
- Monitor the engineering standards and airworthiness maintenance applied to Sailplanes on the GFA aircraft register and advise the GFA Board on acceptable aeronautical standards and practice.

Industry Liaison and Industry Trends

- Participate in negotiations pertaining to airworthiness and technical matters between the GFA, CASA and other aviation/engineering organisations.
- Maintain liaison with commercial Sailplane repair organisations and seek to support their ongoing viability and development.
- Develop and implement recommendations pertaining to aeronautical engineering, aircraft manufacture and maintenance as they affect the interests of GFA members.
- Monitor technical development and trends in sport aviation in Australia and overseas.

SELECTION CRITERIA**Qualifications and/or Experience****Mandatory**

- Demonstrated knowledge of the regulatory requirements of airworthiness
- Strong leadership skills with the ability to provide technical and policy direction at the national level
- A minimum of 10 years experience as a GFA Annual Inspector or higher.
- Detailed knowledge and experience regarding aircraft maintenance principles, engineering change processes, and aircraft type certification processes
- Demonstrated team leadership skills and abilities.
- Proven project management skills.
- Effective computer skills in the Windows environment for the generation of policy documents, technical documents, and general correspondence to GFA members.

Desirable

- Tertiary qualifications in an engineering discipline or other significant relevant airworthiness experience.
- Experience with online reporting systems, Safety Management Systems and database management systems.

Key Attributes**Communicates effectively**

- Demonstrated 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.

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.

5.2 Deputy Chair Airworthiness Department

Title	Chair Airworthiness Department (CAD)
Position	Volunteer
Location	Remote
Reports to	Chair Airworthiness Department
Subordinates	Executive Manager Airworthiness.
Remuneration	Volunteer.

THE ROLE

The DCAD positions are part of the succession plan for the CAD position. The position is to manage specific projects on behalf of the CAD and assist with CAD responsibilities.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position voluntary and remote working arrangements are expected.

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

POSITION DUTIES AND ACCOUNTABILITIES

- Manage airworthiness projects as directed by the CAD.
- Assist the CAD with management of the GFA Airworthiness Department.
- Assist in the development of GFA airworthiness policies and department objectives.
- Act as CAD during absence of the CAD.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- Demonstrated knowledge of the GFA airworthiness system as defined in MOSP 3.
- Leadership skills with the ability to provide technical and policy advice at the national level
- A minimum of 5 years experience as a GFA Annual Inspector or higher.
- Knowledge and experience regarding aircraft maintenance principles, engineering change processes, and aircraft type certification processes
- Demonstrated team leadership skills and abilities.
- Project management skills.
- Effective computer skills in the Windows environment for the generation of policy documents, technical documents, and general correspondence to GFA members.

Desirable

- Tertiary qualifications in an engineering discipline or other significant relevant airworthiness experience.
- Experience with online reporting systems, Safety Management Systems and database management systems.

Key Attributes

Communicates effectively

- Demonstrated 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.

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.

PART 149 KEY POSITION

5.3 Executive Manager Airworthiness

Title	Executive Manager Airworthiness (EMA)
Position	Part time (0.9).
Location	Melbourne (Preferred but remote is negotiable)
Reports to	Chair Airworthiness Department
Subordinates	Regional Manager Airworthiness.
Remuneration	Negotiable depending on experience plus 9% superannuation.

THE ROLE

The Executive Manager Airworthiness (EMA) is the manager of GFA airworthiness, including airworthiness training, investigation, safety and defect reporting and technical emergency response functions, and is the principal GFA point of contact with CASA on sailplane certification and continuing airworthiness.

The EMA provides assistance to the Safety Manager in airworthiness aspects of safety and risk assessments on GFA management of change proposals.

The EMA position is designated as the Aircraft Maintenance Key Person under CASR Part 149.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA 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.

POSITION DUTIES AND ACCOUNTABILITIES

Managing the GFA Airworthiness Department

- Implement the regulatory airworthiness obligations and airworthiness aspects of GFA OPS 0001 Operations Regulations.
- Implement technical safety aspects of the GFA Emergency Response Plan.
- Manage the Regional Managers Airworthiness training and provide mentoring and development.
- Support the Regional Managers Airworthiness with assisting clubs and members in their airworthiness, safety and training functions.
- Plan, coordinate and oversee performance audits, surveillance and monitoring of GFA clubs and approved organisations with the RMAs.
- Provide advice, support and guidance to the RMAs.
- Exercise CASA issued operational, airworthiness and registration authorities and delegations to ensure certification services are provided.
- Approve, issue, vary and renew, as applicable, endorsements, licenses, certificates and other regulatory instruments, in accordance with MOSP 3 and the Civil Aviation Regulations and other applicable regulatory requirements.
- Manage the AD, AN, and AWA system of the GFA and ensure foreign sources are monitored and members advised promptly. Monitor manufacturer technical bulletins and notify members of urgent airworthiness advice from manufacturers. Issue and manage GFA ADs, ANs and AWAs to address issues in the Australian sailplane fleet. Cancel ADs when superseded or obsolete. Maintain the register and schedules and access to these and GFA ADs, ANs, AWAs online.
- Participate in the development and/or implementation of revised policies and practices relating to the activities of the GFA.

PART 149 KEY POSITION

PART 149 KEY POSITION

- Monitor, record and action investigations into Aircraft Defect Reports. Write and issue GFA ADs, ANs or AWAs to promote airworthiness outcomes from Aircraft Defect Report investigations.
- Airworthiness member of the GFA Safety Committee.
- Undertake other duties, investigations and projects as directed.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- Demonstrated knowledge of the regulatory requirements of airworthiness
- A minimum of 10 years experience as a GFA Annual Inspector or higher or equivalent experience.
- Detailed knowledge and experience regarding aircraft maintenance principles, engineering change processes, and aircraft type certification processes
- Demonstrated team management skills and abilities.
- Knowledge of project management.
- Demonstrated knowledge of the GFA Safety Management System
- Basic computer skills in the Windows environment for the generation of policy documents, technical documents, and general correspondence to GFA members.

Desirable

- Tertiary or technical qualification in an engineering discipline or other significant relevant airworthiness experience.
- Experience with online reporting systems, Safety Management Systems and database management systems.

Key Attributes

Communicates effectively

- Demonstrated 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.
- Demonstrated public presentation skills.

Contributes to strategic thinking

- Demonstrated ability to formulate sound 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.

PART 149 KEY POSITION

5.4 Regional Manager Airworthiness

Title	Regional Manager Airworthiness (RMA)
Position	Volunteer.
Location	Remote
Reports to	Executive Manager Airworthiness
Subordinates	N/A.
Remuneration	Volunteer. Cost reimbursable.

THE ROLE

The Regional Manager Airworthiness (RMA) is the regional assistant to the Executive Manager Airworthiness. RMAs assist with providing airworthiness training, safety and defect investigation and reporting and technical emergency response functions within their region. RMAs carry out biennial club audits and assist clubs and members with their safety and airworthiness functions.

There may be more than one RMA for each region. The first is responsible for the management of the region. The second is the assistant. Normally nominations for these positions are staggered such that when the primary RMA resigns, the assistant becomes the primary and a new assistant is appointed.

The GFA Regional Association nominate RMA(s) to the Airworthiness Department which recommends a nomination to the GFA Board for approval.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position voluntary and remote working arrangements are expected.

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

POSITION DUTIES AND ACCOUNTABILITIES

Supporting GFA Airworthiness

- Audit each gliding club and approved maintenance organization within their area of responsibility to assess their airworthiness standards.
- Assist in investigating aircraft defect reports.
- Assist in investigating and reporting airworthiness aspects of any incident or accident in their region.
- Assist clubs and members in their airworthiness and safety functions. Report to the CTO any airworthiness problems within their area of responsibility.
- Assist the EMA in maintaining a current register of airworthiness inspectors and authorised persons operating in their area.
- Organise and / or conduct airworthiness training including refresher training in their region either through formal courses or mentoring.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- Demonstrated knowledge of the GFA safety system, airworthiness system, and MOSP 3.
- A minimum of 5 years experience as a GFA Annual Inspector with a broad range of experience on different sailplane airframes and systems.

- Knowledge and experience regarding aircraft maintenance principles.
- Capacity to provide effective leadership and technical direction for airworthiness issues at the regional level.
- Capacity to work independently with minimal supervision but also contribute to department goals and organisational outcomes.
- Basic computer skills in the Windows environment for the generation of technical documents and general correspondence to GFA members.

Desirable

- Experience with online reporting systems, Safety Management Systems and database management systems.
- Demonstrated skills in providing adult training.

Key Attributes**Communicates effectively**

- Demonstrated ability to communicate effectively in a technical environment.
- Demonstrated public presentation skills.

Contributes to strategic thinking

- 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.

6 SOARING DEVELOPMENT

The Soaring Development Panel (SDP) coordinates and manages Gliding Australia's sporting and soaring development. This includes the development, coordination and promotion of post solo soaring activities, competition, and cross-country advancement and competitions.

The Soaring Development Panel is required to select pilots for international competitions and approve funding to international pilots and teams and to Liaise with the FAI and International Gliding Commission (IGC) on international gliding matters.

The SDP is composed of several volunteer positions:

- | | | |
|----|---|---------|
| a. | Chair of the Soaring Development Panel | (CSDP) |
| b. | Deputy Chair of the SDP | (DCSDP) |
| c. | National Coaching Director | (NCD) |
| d. | Soaring Development Managers | (SDM) |
| e. | National Competition Committee Chair | (NCC) |
| f. | International Teams Manager | (ITT) |
| g. | FAI Coordinator | |
| h. | International Gliding Commission (IGC) Representative (IGC Rep) | |

6.1 Chair Soaring Development Panel

Title	Chair Soaring Development Panel (CSDP)
Position	Volunteer
Location	Remote
Reports to	Chief Executive Officer
Subordinates	Soaring Development Panel,
Remuneration	Volunteer. Cost reimbursable.

THE ROLE

The role of the GFA Chair of the Soaring Development Panel is to chair the Soaring Development Panel, who provides direction for soaring development from post solo to elite competition. The CSDP is a member of the GFA Executive.

The CSDP is responsible for ensuring that the members of the SDP fulfil their roles correctly and on time. The CSDP can give direction to the SDP and it's subcommittees based on advice from the Board or Executive. The position is a Volunteer Executive position reporting to the President and the Board, with a maximum five year tenure (unless altered by the Board).

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position is voluntary and remote working arrangements are expected.

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

POSITION DUTIES AND ACCOUNTABILITIES

Managing the Soaring Development Panel

- Convenes and chairs SDP meetings.
- Oversees the management of the various SDP core areas of responsibility.

- In conjunction with the GFA Treasurer and Chief Executive Officer, establishes financial budgets and manages the on-going expenses of the Panel.
- Publishes and maintains MOSP 4 in conjunction with the SDP
- SDP member of the GFA Safety Committee.
- Ensures GFA interests are managed with respect to International Competitions held within Australia.
- Liaise and work with the Chair of the Operations Panel on Training systems, further development of training programs and the Training Manuals.
- Responsible for ensuring the SDP sets strategy and contributes to the Gliding Australia Strategic plan.
- Annually ensures that expressions of interest are obtained for members of the SDP and ensures all roles are filled.
- Managing complaints and discipline matters arising that relate to Soaring Development matters.
- Provides reports to the Board as required.
- Maintains the SDP master document list and ensures documents are up to date.
- Ensures minutes are kept for meetings and published when approved.
- Oversees the management and strategy of the Soaring Development Fund.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- A demonstrated knowledge of coaching and training systems, FAI, IGC, and competitions.
- A minimum of five years gliding experience, including competitions.

Desirable

- Facilitation and team building skills
- Proven ability to work effectively with other teams.

Key Attributes

Communicates effectively

- Demonstrated ability to communicate effectively in a sports environment, including the ability to liaise at a professional level with members, international representatives, and the general public.

Achieves results

- Sets the strategy and budget for Soaring Development.
- 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.
- Works cooperatively with the members of the Executive Committee.

6.2 Deputy Chair Soaring Development Panel

Title	Deputy Chair Soaring Development Panel (DCSDP)
Position	Volunteer
Location	Remote
Reports to	Chair Soaring Development Panel
Subordinates	Nil
Remuneration	Volunteer. Cost reimbursable.

THE ROLE

The role of the GFA Deputy Chair of the Soaring Development Panel is to assist the Chair of the Soaring Development Panel. They may deputise for the CSDP if required at Board and/or Executive meetings.

It is anticipated that the DCSDP will be able to take on the role of the CSDP when they resign. The position reports to the CSDP, with a maximum five-year tenure.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position is voluntary and remote working arrangements are expected.

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

POSITION DUTIES AND ACCOUNTABILITIES

Managing the Soaring Development Panel

- Duties delegated by the CSDP or agree to share or hand over, depending on the skills of each person in the CSDP and DCSDP roles.
- Be sufficiently knowledgeable on the management of the SDP to be able to help chair the panel.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- Some knowledge of coaching and training systems, FAI, IGC, and competitions.
- A minimum of five years gliding experience, including competitions.

Desirable

- Facilitation and team building skills
- Proven ability to work effectively with other teams.

Key Attributes

Communicates effectively

- Demonstrated ability to communicate effectively in a sports environment, including the ability to liaise at a professional level with members, international representatives, and the general public.

Achieves results

- Contributes to setting the strategy and budget for the Soaring Development for GFA.
- 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.
- Works cooperatively with the members of the Executive

6.3 National Coaching Director

Title	National Coaching Director (NCD)
Position	Volunteer
Location	Remote
Reports to	Chair Soaring Development Panel
Subordinates	National High Performance Coach
Remuneration	Volunteer. Cost reimbursable.

THE ROLE

The role is the National representative for coaching, coaching standards, national coaching events and coaching systems. The range of work is from post solo coaching through to International participation, with input to instructing standards for post solo flying.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position voluntary and remote working arrangements are expected.

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

POSITION DUTIES AND ACCOUNTABILITIES

Soaring Development

- Plans and co-ordinates the development of soaring skills through the implementation of coaching in Australia.
- Liaises with the SDMs for each region on the National Coaching events and regional coaching events.
- Liaises with Operations panel to ensure alignment of coaching/instructing.
- Engages and provides scope for programs run by the National High Performance Coach.
- Ensures the coaching credentials are accurate and updated each year

International Team

- Coordinates International Teams Training and Development (including Squad week) in conjunction with ITM and Team Captain(s)
- Appoints National Team coaches and works with ITC for the appointment of the Team Captain position
- May appoint a National High Performance Coach in accordance with budgets and requirements.
- Liaises with the International Team Manager and Team Captains for coaching of international teams, 'squad' weeks and development of talent.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- High level of cross country skills.
- Gliding coaching qualifications and experience.
- Knowledge of the GAus Training system, including instructing.

Desirable

- Gliding competition experience at State and National level.

Key Attributes**Communicates effectively**

- Must be able to liaise with the regional Soaring development managers.
- Works towards ensuring standards across Australia are consistent.

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.

6.4 Soaring Development Manager

Title	Soaring Development Manager (SDM)
Position	Volunteer
Location	Remote
Reports to	National Coaching Director
Subordinates	N/A
Remuneration	Volunteer. Cost reimbursable.

THE ROLE

The Soaring Development Manager (SDM) is responsible for coordinating coaching and competitions in their respective region. SDMs provide (or arrange / facilitate) training for coaches, revalidation of coaches, and running and / or liaising with clubs that run coaching training.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position voluntary and remote working arrangements are expected.

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

POSITION DUTIES AND ACCOUNTABILITIES

Managing Regional Soaring Development

- Provide feedback to the SDP on coaching activities in their regions.
- Actively promote soaring development within their relevant Regional Associations.
- Appoint and revalidate Coaches in their regions.
- Coordinate training of coaches in the region.
- Arrange coaching events and theory courses, lectures, and events in the regions.
- Liaise with Operations at the regional level.
- Report to regional committees and the NCD on progress with soaring development and achievements.
- Seek funding for regional coaching events from the regional association.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- Coaching qualifications and experience.
- At least 5 years gliding.

Desirable

- Demonstrates good communication and facilitation skills.

Key Attributes

Communicates effectively

- The SDM must be able to liaise and communicate across many clubs and types of operations.
- Participates and reports on activities to the Regional Committee as well as the SDP.
- Works with the RMOs on common training and operational issues.

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.

6.5 International Teams Manager

Title	International Teams Manager (ITM)
Position	Volunteer
Location	Remote
Reports to	Chair Soaring Development Panel
Subordinates	N/A
Remuneration	Volunteer. Cost reimbursable.

THE ROLE

The International Teams Manager's role is to manage all aspects of the international teams from selection of the team members to participation in World Gliding Competitions, including oversight of the funding available.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position voluntary and remote working arrangements are expected.

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

POSITION DUTIES AND ACCOUNTABILITIES

Pilot Selection

- Selects pilots to represent Australia in International gliding championships under the Selection Criteria.
- Updates and publishes the Selection Criteria on the GFA Website (approved by the SDP).

Management of Teams

- Ensures the effective organisation of International Teams in conjunction with Team Captain(s).
- Maintains and publishes International Team documents.
- Calls for application of, and approve of crew members and the Team Captains.
- Coordinates and manages long-term infrastructure and liaison arrangements etc for world teams.
- Co-ordinates the selection of Pilots, Team Captains and Support staff for International World Championships.
- Updates the Team Captain Manual and reviews Codes of Conduct as required.
- Ensures pilots and all International team members understand and sign (acknowledging compliance with) the Code of Conduct.
- Organises publicity for the International teams prior to and during the event.
- Liaises with the National Coaching Director to develop and implement coaching programs for the international teams and emerging international competitors.

Management of Soaring Development Fund

- Maintains and updates the SDP Funding Policy in coordination with the SDP's approval.
- Maintains and monitors the SDP Fund and provides recommendations to SDP.
- Recommends SDP funding to the SDP for approval.
- Seeks sponsorships and outside funding arrangements.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- 5 years Nationals Competition experience.

Desirable

- International competition experience as a team captain or pilot.

Key Attributes

Plans and Communicates effectively

- Communicate early and effectively with the SDP and selected pilots.
- Work with NCD to develop training camps and team preparation.

Achieves results

- Ability to assist Teams achieve their best possible performance.
- Ability to maintain Australia's high international reputation.

6.6 International Gliding Commission Representative

Title	International Gliding Commission Representative (IGC Rep)
Position	Volunteer
Location	Remote
Reports to	Chair Soaring Development Panel
Subordinates	N/A
Remuneration	Volunteer. Cost reimbursable.

THE ROLE

The IGC Representative represents Gliding Australia's position on International Gliding matters that includes Rules, Competitions, motions for change at the International Gliding Commission (IGC).

The role is primarily as a statesperson for Gliding Australia, who possesses skills such as diplomacy, high level administration experience, knowledge of the international gliding world, negotiation, and a keen understanding of working with strong personalities and opinions.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position voluntary and remote working arrangements are expected.

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

POSITION DUTIES AND ACCOUNTABILITIES

Representing Australian Pilots

- Consults with the SDP on how to vote on all motions presented annually at IGC meetings.
- Assists members with any IGC related issues, and international participation issues – such as contacts, documentation and unusual requirements, records, etc.
- Presents bids to the IGC for future World Competitions and Grand Prix.

Participation in IGC Committees and Panels

- Travel to Europe for meetings required (either annual or every 2 years)
- Optionally participate in other IGC roles and committees (remote meetings 2 to 3 per month)
- Attend online meetings for decisions that arise.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- A desire to improve and promote gliding around the world, and in particular promote Australia's position in international gliding.
- Ability to work with many people with different positions and experience with respect to international gliding administration.
- Experience as Australian team captain, or senior level international team administration, or significant involvement with the SDP and the issues it manages.
- Experienced Nationals pilot
- Ability to work collaboratively
- High level knowledge of FAI and IGC rules, documents and procedures.

Desirable

- Attended World competitions as a pilot.
- At least 5 years gliding experience.

Key Attributes**Communicates effectively**

- Good diplomacy skills.
- Balanced views and ability to present different opinions.
- Good report writing skills.

Achieves results

- Able to effectively represent Australia's views to the international gliding community.
- Ensures Australia is a highly recognised and effective participant in IGC
- Assists Australian pilots at international level

Cultivates productive working relationships

- Ability to effectively network with other international representatives.
- Works with the FAI Officer to presents Sporting Code issued to the IGC and FAI

6.7 FAI Badges and Records Officer (FAI)

Title	FAI Badges and Records Officer (FAI)
Position	Volunteer
Location	Remote
Reports to	Chair Soaring Development Panel
Subordinates	N/A
Remuneration	Volunteer. Cost reimbursable.

THE ROLE

This role may be shared between two people, depending on availability of volunteers with the experience and expertise in FAI rules and requirements. The role/s is responsible to monitor the process for FAI Badge claims and FAI and Australian Record claims, to provide overall judgement as to the validity of claims, and to work with others in the communication of the importance of Badges and Records.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position voluntary and remote working arrangements are expected.

POSITION DUTIES AND ACCOUNTABILITIES

FAI Badges

- Assess claims for validity after online submission.
- Publicise successful badge claims.
- Educate members.
- Work with others to ensure the Australian FAI system is easily accessible to members
- Process all Australian FAI badge/diploma claims as per SC3
- Process all International FAI badge/diploma claims as per SC3 and forward to relevant NAC.
- Report all achieved badge/diploma listing for publication in the gliding magazine
- Maintain and file of all submitted badge/diploma claims
- Prepare annual budget and submit to the SDP each year
- May consult and involve other experts and seek advice, and delegate to suitable people.

FAI Records and Australian Records

- Assess claims for validity after online submission.
- Publicise the successful record claims.
- Ensure documentation is maintained.
- Issue Record certificates.
- Homologate all National records flown by Australian pilots within and outside Australia.
- Liaise with ASAC to homologate all world and continental records and records flown by international pilots within Australia.
- Ensure publication of all records on the GFA web page.
- Maintain and ongoing database of Australian records, and to provide a complete list of current records to the SDP as a yearly summary of all records homologated to the GFA for inclusion in the annual report.

- To ensure that the fees for Record Claims are paid to GFA and ASAC, and to recommend a Record Certificate for issue to Australian pilots in recognition of their achievements.
- Provide advice to any pilot on the provisions that need to be met in order to satisfy the requirements of the FAI Sporting Code section 3, and to advise them of the current Australian National or World Record for the task they wish to attempt.
- Provide timely notification of changes to record categories and to the introduction of new record categories.
- Liaise with SDMs.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- Very high level of understanding the FAI rules and the Sporting Code.

Desirable

- Very good organisation skills.

Key Attributes

Applies the Rules

- High standards of applying the Rules.
- High level of integrity.

Systems and Records

- Ability to utilise verification programs and maintain good records.

6.8 Chair of the National Competitions Committee

Title	Chair of the National Competitions Committee (NCC Chair)
Position	Volunteer
Location	Remote
Reports to	Chair Soaring Development Panel
Subordinates	N/A
Remuneration	Volunteer. Cost reimbursable.

THE ROLE

The role of the NCC Chair is to chair the National Competition Committee, and to represent the majority view of that committee at the SDP. They are elected as Chair, being a member of the NCC whose members are voted into that committee by general vote of all competition pilots. The function and responsibilities of the NCC is documented in MOSP Part 4 Soaring Development.

OPERATING ARRANGEMENTS FOR THE ROLE

The GFA national office is in Melbourne. The position voluntary and remote working arrangements are expected.

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

POSITION DUTIES AND ACCOUNTABILITIES

National Competitions

- Ensure the Nationals Rules are updated and reviewed annually.
- Schedule National Competitions.
- Ensure organisers consistently provide high standards for competitions.

Managing Handicap Sub-Committee

- Overall management of Australian glider handicaps via the handicap sub-committee.

SELECTION CRITERIA

Qualifications and/or Experience

Mandatory

- Experienced National Competition pilot.

Desirable

- Has previously held other leadership roles in Gliding Australia.

Key Attributes

Communicates effectively

- Communicates and takes advice and knowledge from participants in competitions.
- Seeks the views of the NCC and competition pilots.
- Works with the ITM to schedule National competitions to fit in with international selections
- Actively participates in the SDP.

Achieves results

- Conducts regular competition surveys and implements reasonable recommendations.
- Works with other departments to improve safety and competition participation.

- Arranges for competition results to be provided to IGC ranking system.
- Publishes handicaps and Nationals Rules each year before the summer competitions.