Job Title: **Technical Instructor (FTC)**

Role Purpose (Position Scope)

The Technical Instructor reports to the Examinations Manager/Deputy Technical Training Manager and is responsible for the development and professional delivery of the Draken Europe Technical Training Department (TTD) Part 147 Approved Training and other associated Technical and non-Technical training courses in accordance with all applicable Aviation Regulatory Requirements and International Standards. In addition they will be responsible for the delivery of technical training not within the scope of the company's Part 147 approval(s) such as Human Factors, Company Induction/Foundation training and supporting other departments with training specific to their staffs development.

Line Manager	Dotted Line	Direct Reports	Dotted Line
• Examinations Manager (Deputy Technical Training Manager)	• N/A	• N/A	N/A

Key Responsibilities

- **Aviation Regulatory Responsibility & Ownership**
  - Applicable Aviation Regulation Regulators, but not limited to:
    - UK CAA
    - EASA
    - UK MAA
  - When authorised perform any combination of the following roles:
    - Instructor
    - Examiner
    - Practical Assessor
  - Develop and manage Theoretical and Practical Training material in accordance with all applicable Aviation Regulations and Company Approvals such as:
    - Training Needs Analysis
    - A syllabus following the principles of the Part 66 Regulation
    - Training notes to support the TNA and syllabus
    - Examination question bank
  - Plan and deliver Theoretical and Practical Type Training Courses in accordance with all applicable Aviation Regulations and Company Approval across all Draken sites.
  - Conduct Theoretical Examinations and Practical Assessments in accordance with all applicable Aviation Regulations and Company Approval.
  - Ensure that the TTD only performs training within the boundaries of the privileges/scope of the Aviation Regulatory Approvals held, and as identified in the respective Regulatory Approval Certificates and Exposition.
  - Ensure that all facilities used for the performance of training complies with the requirements of all applicable Aviation Regulations.
  - Ensure that the TTD have available, and use, the necessary equipment, and tools to deliver the approved scope of work.
  - Ensure that all details of all training performed is accurately recorded, and records are maintained in accordance with all applicable Aviation Regulations.

- In support of the Company Safety Management System (SMS), ensuring that any condition that has resulted, or may result in, an unsafe condition that hazards seriously the flight safety of aircraft or personnel is reported.
- In support of the Company SMS, perform and document Risk Assessments where necessary, applying affective and effective controls and/or mitigation.
- Ensuring that a robust First and Second Line of Defence Compliance (Quality) monitoring system is always maintained within the TTD.

- **Quality, Security and Health, Safety & Environmental Responsibility & Ownership**

  - Applicable International Standards, but not limited to:
    - ISO 9001 – Quality (Business) Management System
    - ISO 14001 – Environmental Management System
    - ISO 45001 – Occupational Health Management System
    - ISO 27001 – Information Security Management System
  - Ensure that the TTD always complies with all applicable International Standards.
  - Where applicable ensure that Risk Assessments are developed and in place, maintained up to date, and used for all TTD related tasks where the safety of personnel or students may be at risk.
  - Where applicable ensure that COSSH Assessments that are in place are being followed during the delivery of training related activities.
  - Ensuring that the TTD always applies safe systems of work.

- **TTD Team / Personnel Management**

  - Supporting an enhanced safety (operational and SHE) and compliance culture across the TTD Team, Students and Apprentices.
  - Support and drive a culture of excellence across the TTD Team, Students and Apprentices, by coaching, mentoring, motivating and actively engaging with personnel to achieve individual and business objectives.
  - Support and drive a culture of continuous improvement across the TTD Team, Students and Apprentices.
  - As appointed acting as a Mentor for a group of Apprentices by Year group.

- **Business Management**

  - Operational performance – Efficient, effective and on-time delivery of the technical training program.
  - Financial performance – Efficient, effective and on-budget delivery of the technical training program.
  - Efficient and effective Internal & External Customer management and engagement.

- **TTD Expertise & Consultancy**

  - Providing support to the Technical Training Manager for TTD advice, support, communications and guidance to CAMO, Maintenance, Design plus Procurement & Supply Chain Departments.

- **Special Conditions**

  - Ad Hoc / Out-of-Hours work during urgent / unforeseen business requirements.
  - Domestic and International travel.
  - Any other reasonable duties which may requested that falls within the scope and/or capability of the incumbent.

Core Competencies

- **Experience & Qualifications**

  - Extensive understanding of the structure of the Part 147 Regulation Training principles in relation to the Part 66 Regulation – proven experience in a similar role – **Advantageous**
  - Part 66 B1 or B2 Aircraft Maintenance Licensed engineer – **Advantageous**
  - Tertiary level Teaching / Learning / Training Qualification – **Advantageous**
  - Aeronautical / Electrical / Mechanical Degree Qualification – **Advantageous**
  - Theoretical and practical application-level knowledge of UK CAA and EASA Regulations – **Required**
  - Practical application-level knowledge of ISO 9001, ISO 45001 & ISO 14001– **Advantageous**
  - Practical application-level knowledge of Safety Management System principles and requirements – **Advantageous**
  - Demonstrable people and cultural change management experience – **Advantageous**
  - Able to hold an SC-Level security clearance – **Required**

- **Personal Skill & Attributes**

  - Excellent teaching / training skills subject to regular competency review.
  - Highly proficient in the use of the MS Office software tools and other Company Software tools in the development of procedures, training material and delivery.
  - Excellent in nurturing, mentoring, guiding, and influencing adoption of desired change.
  - Excellent in communicating / presenting across all boundaries, internal and external, both verbally and written.
  - Highly self-motivated, assertive, resilient with the ability to hold their own under pressure.
  - Excellent organisational and time management skills, with the ability to achieve set objectives to tight deadlines in challenging environments.
  - Ability to maintain high levels of integrity, work ethic and confidentiality and use discretion appropriately.

Key Measures

- Continuous delivery of high quality (technically, safe and compliant) technical training.
- On-time and on-budget delivery of all technical training development and delivery requirements – with no compromise to safety, standards and/or compliance.
- Maintaining compliance against all applicable Aviation Regulatory and International Standard requirements at all times.
- Always maintaining effective communication and engagement across.

Job Holder: _____ Sign: _____

Manager: _____ Sign: _____

Date: _____