

Job Title

Chief Flying Instructor

Responsible to

Aero Club Executive Committee reporting directly to the CEO for day-to-day operational matters.

Direct reports

- Club flight instructors including part time and contracted instructors
- Administrative staff

Job Purpose

To foster, encourage and manage a safety-orientated, positive working environment within Kapiti Aero Club and wider aerodrome operations promoting the development and enjoyment of recreational and professional flying training on the Kapiti Coast.

Overall Description

This position requires you to be:

- An experienced professional flight instructor who will lead from the front as a role model, manager and mentor in a way that inspires and gains the respect of instructors, students and aero club members
- someone who sets and expects high standards across the board, in the air and on the ground
- an adaptable technical expert
- a resourceful administrator.

You will create, build and maintain a club culture that ensures:

- a positive working environment for the instructing team
- a safe, welcoming and enjoyable aero club for all members
- respect within the wider aviation community.

Functional relationships with

- Aero club committee
- Aero club members
- Aero club staff and contractors
- Aircraft maintenance personnel operating from the club's premises
- CAA
- RNZAC
- Airport Manager
- Paraparaumu Flight Service
- Operators of other airfields in the Wellington region, especially Otaki airstrip

Qualifications

Essential

- Current B-cat fixed wing or higher instructor rating
- Cessna 152 and 172 type ratings

Preferable

- Night instruction
- IFR instruction
- Terrain and weather awareness (including Mountain Flying)
- Aerobatics
- Tailwheel rating

Desirable

- Ratings for all aircraft operated by the club
- Helicopter experience

If ratings are not held, ensure that instructional capability for all types is maintained within the aero club.

Hours of work

To fulfil the responsibilities of this senior role, and unless otherwise agreed in writing with the Executive Committee, this is a full time role. At times you may be required to work additional hours outside your normal working day. For the avoidance of doubt, no further remuneration for any such additional hours will be payable.

Responsibilities

The Chief Flying Instructor is responsible for the following items which may be delegated to others for implementation. This list is not exhaustive and may be modified to meet the club's evolving needs and the changing regulatory and business environment.

General Responsibilities

1. The overarching supervision of all instructor and student activities to ensure training and flight operations are compliant, and remain compliant, with CAA Part 61 and Part 91.
2. Ensure trainee pilots are mentored and supported with clear pathways to achieve timely completion of their goals.
3. Ensure that training is delivered to a high standard and aligned with CAA rules and AC.
4. Instructor mentoring and development, in particular C-cat supervision.
5. Ensure proactive open and honest lines of communication with all functional relationships. The creation and maintenance of a "just" culture is essential where issues can be raised and resolved without fear of retribution.
6. Maintain an awareness of club finances and a focus on day-to-day activities that improve these finances, not limited to but including increasing member numbers and engagement

and maximising use of the aero club fleet and facilities.

7. Ensure club resources are focussed on meeting the needs of members by optimising the club's hours of operation, instructor capabilities and availability, and aircraft availability while ensuring financial stability. Ensure planning and systems are in place to properly record and give visibility to current and future demands.
8. Ensure security and proper care and protection of all aircraft operated by the club and other club assets.
9. Maintain an understanding of all relevant rules, regulations and legislation including without limitation:
 - a. CAA rules especially Parts 61 and 91 including
 - i. the requirements for aircraft maintenance as well as compliance with the rules associated with Pilot Maintenance (43.51(b)(1) and (c)(1));
 - ii. Instrument and Equipment Requirements and Operator Maintenance Requirements (Part 91 Subpart G).
 - b. Health and Safety legislation especially the Health and Safety at Work Act 2015.
 - c. Employment law
 - d. Airfield rules
 - e. Club rules including Flight Orders and Standard Operating Procedures
 - f. Local government by-laws, especially those relating to noise

Ensure that the application of all rules and regulations is managed by processes that are current, well documented, available in a convenient, understandable form and promulgated in a timely manner to ensure that the club is always compliant.

10. Ensure there is an up-to-date Emergency Plan with an overdue/emergency action plan ready to go, and regularly practised by all staff.