

## Position Description

Vacancy Title: **Manager Aviation Academy**

Location: **Nadi**

Reports To: **None**

### Objective

The Manager Aviation Academy will play a pivotal role in driving the development of a highly competent and well-trained workforce at Fiji Airports. Focus includes implementing a robust training framework aligned with global aviation standards and fostering a culture of safety. The role reports to GM ATM & Operations.

### Outcomes

#### Organisational Stakeholders

##### 1. Training Strategy and Compliance

- Organization's training strategy developed and aligned with operational, regulatory, and industry standards to achieve ICAO TRAINAIR PLUS Accreditation.
- Training programs mapped to ICAO, CAAF, and other relevant regulatory requirements ensured.
- Strategic training needs analyses conducted and workforce capability requirements forecasted.
- Audit-readiness and licensing/training documentation maintained.

##### 2. Program Design and Delivery

- Technical and non-technical training programs designed and delivered to meet operational and customer service objectives.
- Curriculum content regularly updated based on industry best practices and feedback.
- Variety of delivery methods (classroom, simulation, digital platforms) utilized to meet learner needs.
- Feedback collected and evaluated to enhance learning effectiveness.

##### 3. Academy Operations and Governance

- Academy operations including scheduling, facilities, budget, and resource utilization managed efficiently.
- Accurate and secure maintenance of training records, certifications, and attendance logs ensured.
- External trainers/providers procured and overseen in a cost-effective manner.
- Operational risks related to training delivery monitored and mitigated.

##### 4. Stakeholder Coordination and Support

- Strong coordination with line managers, technical leaders, and HR maintained to address training gaps.
- Training calendar aligned with operational workforce availability.
- Career pathways and succession planning supported through targeted training interventions.
- Feedback from GM Air Traffic Management and Manager PODC incorporated into program improvement.

##### 5. Accreditation Process Implementation

- Accreditation Process of converting the FA Training Academy into an accredited institution managed.
- Compliance of all training programs and operational practices with regulatory standards (ICAO, CAAF, etc.) ensured.
- Timely submission of all required documentation for the accreditation process and up-to-date record of all compliance activities maintained.

##### 6. Team Leadership and Capability Development

- Academy staff mentored and performance-managed to ensure quality and professionalism.
- Internal instructor development and certification programs implemented.
- High-performing and collaborative training team built and maintained.

##### 7. Operational and statutory compliance ensured.

- Statutory obligations met, ensuring full compliance with relevant laws and regulations.
- Health and safety standards maintained, ensuring a safe work environment for staff and stakeholders.
- Environmental requirements adhered to, supporting sustainable and responsible operations.
- Organisational policies and procedures followed, ensuring consistent and accountable operational practices.

##### 8. Fiji Airport's image and value standards demonstrated and promoted

- Integrity modelled in all actions, ensuring behaviour reflects Fiji Airports' ethical and professional standards.
- Collaboration promoted across teams and stakeholders, strengthening internal and external relationships.
- Customer-centric approach delivered, enhancing guest experience and reinforcing the organisation's reputation.
- Innovation supported, contributing ideas and practices that advance operational excellence.
- Sustainability and inclusivity demonstrated, reflecting Fiji Airports' values in everyday work.
- Fiji Airports' image upheld, acting as an ambassador for the organisation as the "World Class Aviation Hub for the Blue Pacific".

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Learning	Develop the competencies of self and others to enhance performance.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Research	Apply formal research methodologies.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Education, Human Resource Management	or relevant field.
<b>Desirable</b>		
Masters Degree	Business Administration	

## Work Knowledge and Experience

- Minimum of 7-10 years of experience in training and development at tertiary level.
- Strong understanding of competency-based training frameworks and adult learning principles.
- Expertise in training program development, delivery, and evaluation.
- Proven track record in managing training programs and aligning them with strategic business needs.
- Experience with audit-readiness and regulatory compliance.
- Experience in Qualification Evaluation Framework and digital learning methods (Moodle, online course delivery, etc)

## Requirements

### Language Proficiency

- Excellent command of English

### Professional Associations

- Membership of appropriate Professional Institution

### Regulatory Compliance Requirements

- Police Clearance

## Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All employees	
	Management Team	
<b>External</b>		
	Customers	
	Airport Stakeholders	
	Statutory Authorities	
	Suppliers	
	Regulators	

## Attributes

### Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

### Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.

### Thinking Styles

Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

## How To Apply

To apply, please submit your CV and a cover letter explaining your interest in this position and highlighting your relevant experience. Please include three professional referees. Applications must be submitted through the link provided. Emailed applications will not be accepted

## Contact for Enquiries

Contact Name: Leonarda Patterson

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**Closing Date:** 26 Oct 2025