

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 AELs 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.