



Headquarters Australian Air Force Cadets

POSITION DESCRIPTION

Title	Abbreviation	Rank
Deputy Director Policy and Procedures	DDPP	SQNLDR(AAFC)

Role	Oversight the development and maintenance of ground training policies and procedures
Unit	Ground Training Directorate
Reports to	Director Ground Training (DGT)
Appointment	EOI with selection Board and appointment for a fixed term.
Rank	SQNLDR(AAFC)
Positions that report to this Role	
Responsibilities	<ul style="list-style-type: none"> • Manage the development and recommendation of ground training policies and procedures • Maintain the currency of the Manual of Ground Training (MOGT) • Monitor the currency of POLMAN Part 5 (as applicable to AAFC staff and cadet ground training) and recommend changes
Specific Duties	<ul style="list-style-type: none"> • Manage the activities of Policy and Procedures section • Develop, recommend and maintain AAFC staff and cadet ground training policies and procedures • Advise OCs and SOGTs on AAFC staff and cadet ground training policies and procedures • Liaise with stakeholders on AAFC staff and cadet ground training policies and procedure developments • Contribute to the development of innovative and affordable AAFC staff and cadet ground training solutions

Key Relationships	
Personnel	Notes
DGT	Responsible to DGT for the development, recommendation and maintenance of AAFC staff and cadet ground training policies and procedures
OC Operational WG and SOGTs	Provide advice to OCs and SOGTs on AAFC staff and cadet ground training policies and procedures and seek input to their development
CB-AF staff	Liaise with CB-AF staff on AAFC staff and cadet ground training policies and procedures

GTD staff	Contribute to the development of innovative and affordable AAFC staff and cadet ground training solutions
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Requisite Skills and Attributes

- Demonstrated interest in delivering innovative and affordable youth focused training solutions
- Demonstrated ability to build and maintain effective working relationships with a diverse range of stakeholders
- Demonstrated capacity to work independently and collaboratively as part of a geographically displaced team
- Demonstrated ability to communicate effectively both verbally and in writing
- Availability to travel widely
- Successful completion of AAFC Initial Course or Bridging Workshop

Time Requirements:

- Ground Training Directorate is a virtual headquarters with no set parading times. As such, this position is ideally suited to someone who can commit the time on an ad hoc basis across the week with availability to attend both weekday and weekend meetings. Travel to various locations through Australia may be required to attend meetings.

Sponsor: COS-AAFC
Authority: COS-AAFC
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