



FEDERAL ROUTINE ORDER

Federal Field Commissioner - Call for Expressions of Interest

- 1.0 **Expressions of Interest** are being called for Officers ready, willing and able to join the Federal team as Federal Field Commissioner.
- 2.0 It should be noted that expressions may or may not be pursued depending upon such criteria as: expertise; experience; team orientation; match to existing Federal Staff; enthusiasm; and location.
- 3.0 As a general proposition, the successful applicant will be required to serve a probationary period at their current rank and when/if confirmed to the appointment will in due course be promoted to the appropriate optimum rank.
 - 3.1 The successful candidate will be required to substantially assist in the running of the AAL Review to be held in October 2020, as part of their overall training and experience acquisition.
- 4.0 Applicants, for this position, will be a current League or Life Member and a successful applicant, who currently holds a Group level appointment, may retain their Group appointment for a maximum period of six (6) months from the date of the Federal appointment.
 - 4.1 A successful applicant holding an appointment below Group level will be expected to relinquish that appointment immediately if successful with their Expression of Interest.
 - 4.2 Applicants who are not current serving League or Life Members who meet the criteria and who wish to submit an Expression of Interest are encouraged to so.
- 5.0 Expressions of Interest must be in writing, addressing the competencies required and setting out reasons why the applicant considers that he or she is suitable for the appointment, together with details of any relevant experience and/or qualifications held.
 - 5.1 APPENDIX "A" attached to this Routine Order details the requirements to be understood and addressed in the expression of interest.
 - 5.2 Applicants should make themselves conversant with the League's publication, Strategic Direction 2015 – 2020 – "Our Future – Fun, Friendship, Flying". This document forms the basis of the League's planning for longer term success.
 - 5.3 The Strategic Plan is here: <https://www.airleague.com.au/download/aal-strategic-plan-2015> and can be accessed by logging in using the details in F/OC 01/2018 <https://www.airleague.com.au/download/federal-operations-circular-1-2018>
 - 5.4 Applications which do not address the requirements of paragraph 5.1 and 5.2 will not be considered.
- 6.0 Any Expression of Interest received will be evaluated by all members of the Federal Staff however the Chief Commissioner retains the right to accept or reject any Expression of Interest.
- 7.0 Expressions of Interest will be received up until 1700 hours on Saturday 28th March 2020 and must be forwarded to Chief Comr. James Dixon, MSA via email to chiefcommissioner@airleague.com.au.

Comr. Ray King, MSA
Operations Commissioner

APPENDIX A

Expressions of Interest for the position of FEDERAL FIELD COMMISSIONER

The Australian Air League Inc. is committed to extending the benefits of being a member of our Organisation, widely recognised as the **Primary School of Aviation**, to boys and girls throughout Australia.

The position of every Federal Commissioner is very important not only for carrying out work in their specific portfolio, but also assisting the Chief Commissioner with the ongoing management and control of the League and its activities.

The position is a volunteer position with reasonable out of pocket expenses being reimbursed.

The position will suit experienced professionals who are able to develop and pursue focused programs through a range of conventional and innovative strategies. Real and sustained results will be measured.

The successful candidate will know and respect the volunteer ethos. They will be sound communicators and work effectively with other people. They will think and act strategically, be a sound resource manager and, above all, demonstrate a strong track record of achievement.

The successful candidate must be able to demonstrate a strong commitment to the philosophy, principles and methods of the League and an understanding of the way the Organisation works.

An ability to show flexibility and to be able to manage, and initiate, change is essential to this role.

Whilst the League is looking for all of these attributes in the successful candidates this **does not prohibit any person from submitting their expression of interest.**

ROLE TITLE

Federal Commissioner

THE ORGANISATION

The **Australian Air League** is a national uniformed youth Organisation that has, as its prime goal, the encouragement of an interest in aviation as a career or as a hobby for the youth of Australia. The Organisation is entirely self-funding and is staffed by volunteers who give their time generously to achieve its goals. The **Australian Air League** has no political, racial or religious connections.

The abridged version of the aims and objectives of the **Australian Air League** include:

- To foster and develop a spirit of aviation in the youth of Australia.
- Promote education and learning in all aspects of aviation, both past, present and future.
- Promote the physical, social and personal development of Members.
- Establish squadrons throughout Australia
- Promote the Australian Air League by collaborating with the local community

The *League's* motto "**A Vinculo Terrae**" translates into "**Free from the bonds of the Earth**". This motto contains the very essence of flight into space.

AUSTRALIAN AIR LEAGUE MISSION STATEMENT - The Australian Air League is a youth Organisation which provides its members with the means to pursue an interest in the field of aviation, to achieve their full potential and become better citizens who can effectively serve our community.

THE POSITION

The Australian Air League manual is available at <http://manual.airleague.com.au> with your login being your membership number, and your surname and year of birth as password

The AAL Manual at section 7 paragraphs 20, 24, 25 and 27 information of applicants. These are uniformed positions within the League.

20.0 Appointment of Federal Commissioners

20.1 Rank

20.1.1 The optimum rank is Commissioner
(NB. the exception being that Finance can be occupied by an Associate Member under which circumstances the position would be styled: "Federal Treasurer").

20.2 Accountability

20.2.1 Federal Commissioners are responsible and accountable to the Chief Commissioner.

20.3 Organisational Relationships

20.3.1 Federal Commissioners shall establish and maintain such relationships as may be necessary to promote the best interests of the appointments and the League and have the authority to ensure the effective discharge of their duties.

20.4 Relationships to Include

- (i) The Council of the AAL
- (ii) The individual Federal Committees

(iii) Groups within the League

(iv) External Organisations, professional bodies, government agencies

20.5 General Responsibilities of all Federal Commissioners

20.5.1 Be a member of the Council of the Australian Air League

20.5.2 Be a member of the Federal General Purpose Board

20.5.3 Chair their individual committees

20.5.4 Perform other duties as may be directed by the Chief Commissioner

20.5.5 Ensure that all matters contained in their portfolio are updated in the League Manual

20.5.6 Properly maintain all files, documents and records including computer data relevant to their appointment.

20.5.7 Provide to the Federal Training Commissioner material and competency standards relevant to their appointment.

20.5.8 Give advice to their Group counterpart on all matters pertaining to their appointment.

25.0 Responsibilities of the Federal Field Commissioner - also refer Para 20.0

25.1 Ensure the efficient operation of drill, band and physical activities throughout the League.

25.2 Organise all Federal Parades.

25.3 Ensure that camping activities are properly controlled and all necessary precautions are taken for the welfare of members.

25.4 Ensure the efficient and effective operation of the Duke of Edinburgh Award Scheme throughout the League.

25.5 With the authority of the Chief Commissioner, co-ordinate contacts with external Organisations/authorities across the complete spectrum of interests covered by the appointment.

25.6 Actively promote the best interests of the League at all times in discharging the responsibilities of the appointment.

25.7 Ensure all rules, regulations and matters of policy affecting the appointment are put into effect.

KEY RESULT AREAS

It is expected that the League will be developed, in conjunction the Federal Commissioners and Group Executive Commissioners, through enhanced interactions of the League and its activities with local government, businesses and other community agencies and the wider community resulting in tangible and sustained support to the Organisation. Particular regard needs to be taken to use External Relationships to enhance our operations and effectiveness.

To achieve the above Key Results, the Federal Commissioners will be assisting the Chief Commissioner to achieve the following:

- To ensure that a development program leading to membership growth that is measurable and sustainable. The program may at times be radical and innovative but will remain in full accord with the existing Organisation Aims & Objectives.
- Drive the strategic planning process and Implement the League's current Strategic Management Plan
- Lead the further development of the Australian Air League Inc. business and marketing strategies for new ventures and member services
- Lead the activities and services that are provided by the League at a National level, meeting and modelling the highest standards of ethics and integrity
- Develop new partnerships and business opportunities, with industry, Government, other peak industry bodies and academia to enhance the business and corporate position of the Australian Air League Inc.
- Advise and support the Chief Commissioner in the management of key stakeholders and an extensive range of external interactions and relationship
- Provide authoritative advice and information to the Chief Commissioner on the business activities of the League and oversee strategic resource management activities of the League
- Actively participate in and contribute to excellence in corporate governance at all levels of the League
- Be an integral part of an effective high performing and flexible team proud of its work and focused on delivery of the highest quality services to members
- Delivery of annual specifically agreed targets

QUALIFICATIONS AND EXPERIENCE REQUIRED

The successful candidates will have a track record in producing positive, measurable and sustained outcomes. Main attributes would likely be:

- Strong leadership and management experience including excellence in people, general resource, systems and change management
- Excellence in communication and presentation skills in order to build relationships with key influential stakeholders and with members
- Demonstrated experience and a track record in the establishment and building of flexible and productive teams
- Demonstrated skills in policy development and strategic planning
- Understanding of marketing and public relations in a not for profit Organisation
- Proven ability to work effectively at the most senior management level

COMPETENCIES

1. Knows and Understands the Organisation
 - Understand and commit to the philosophy, principles and methods used within the League;
 - Understand member needs and the nature of the work undertaken by the League and its range of stakeholders;
 - Understand the dynamics and support requirements of community agencies in general and air League Units in particular.
2. Thinks and Acts Strategically
 - Recognise stakeholders and their views, and work to meet their needs;
 - Understand broader organisational requirements;
 - Look beyond the immediate situation or context to find solutions.
3. Communicates with Skill
 - Write and speak persuasively;
 - Negotiate effectively with all current and potential stakeholders;
 - Understand and accommodate sensitivities in written and spoken communication.
4. Works Well with Others
 - Understand the imperative of a one-team approach and cooperate with others to build and enhance positive working relationships and to achieve goals and objectives
 - Be flexible and responsive to evolving changes in needs, approaches and requirements;
 - Provide support to other team members.
5. Accesses and Applies Resources Effectively
 - Demonstrate sound basic skills in budgetary management;
 - Identify and access external financial and other resources able to be used in support of development;
 - Manage resources and identify and set priorities to achieve outcomes.
6. Gets results
 - Engage others in the development and implementation of quality program initiatives;
 - Think and act flexibly to achieve outcomes;
 - Meet deadlines;
 - Work independently when required.