

AIR OCEANIC

BRINGING OCEANIA TOGETHER

Air Oceanic Staff Roles and Classification Policy

Version 1.1.1

11/05/2026

1. Purpose

This policy outlines the classification, responsibilities, and hierarchy of staff roles within Air Oceanic. It is designed to ensure clarity, accountability, and operational efficiency across all organisational levels.

2. Role Classification

Air Oceanic classifies staff roles into three tiers based on strategic influence, managerial responsibility, and operational function:

Tier 1 – Executive Leadership

These roles set the strategic direction of the airline and oversee its overall performance.

- **Chief Executive Officer (CEO) (AO1)**
Ultimate authority and responsibility for Air Oceanic’s vision, growth, and strategic partnerships.
- **Chief Operating Officer (COO) (Deputy Executive) (AO2)**
Oversees daily operations and ensures alignment with strategic goals set by the CEO.
- **Chief Financial Officer (CFO) (AO3)**
Responsible for managing the organisation’s financial health, budgeting, and reporting.
- **Chief Marketing Officer (CMO) (AO4)**
Leads branding, public relations, and marketing strategy.
- **Executive at Large (AO5)**
Provides executive-level oversight, advisory support, and assistance to the Executive Leadership Team.

The Executive at Large:

- *Reports directly to the CEO*
- *Holds no permanent departmental authority*
- *Supports cross-functional initiatives, special projects, and strategic execution*
- *Does not replace or override any existing executive role*
- *Is appointed on a fixed-term, quarterly (3 month) basis and reviewed based on contribution and organisational need*

Tier 2 – Department and Divisional Leadership

These roles manage divisions or key departments.

- **Operations Manager (AO12)**
Supervises the day-to-day operations department including route planning and flight scheduling.
 - **Marketing Manager (AO14)**
Implements marketing campaigns under guidance from the CMO and manages brand assets.
 - **Training Administrator (AO22)**
Oversees and manages pilot training, content, and certification processes.
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Tier 3 – Departmental Support and Assistance

These roles support core departments with focused expertise.

- **Community Moderator**
Ensures a positive, safe, and respectful environment across all community platforms.
 - **Operations Assistant**
Assists with operational logistics, dispatch tasks, and pilot inquiries.
 - **Marketing Assistant**
Supports the Marketing Manager with content creation, social media engagement, and campaign analytics.
 - **Instructor**
Conducts pilot training, supports training initiatives, and provides feedback on pilot performance.
 - **Chief Flight Instructor**
Conducts pilot check rides and certifies special ratings and endorsements within Air Oceanic.
 - **Event Lead**
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Oversees the creation, coordination, and execution of all Air Oceanic events.

- **Event Coordinator**

Creates, coordinates, and executes all Air Oceanic regular and major events.

Partnership Liaison and Coordination

- **VATSIM Virtual Airline Partner (VAP) Coordinator**

Coordinates with the VATSIM Virtual Airline Department, liaising between the CEO and COO for quarterly audits, alongside any other tasks/duties.

3. Reporting Structure

- All **Tier 1 Executives** report directly to the CEO.
 - **Department Managers (Operations, Marketing, Training)** report to their respective Tier 1 counterparts (COO, CMO).
 - **Assistants, Coordinators, Leads, Instructors, and Moderators** report to their respective department managers.
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4. Role Expectations

- **Professional Conduct:** All staff are expected to act with integrity, transparency, and respect.
 - **Communication:** Staff must maintain clear and regular communication within their teams.
 - **Availability:** While many positions are voluntary, staff should strive to meet their activity commitments.
 - **Confidentiality:** Sensitive internal matters must be treated with strict confidentiality.
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5. Amendments and Review

This policy is subject to periodic review by the Executive Leadership Team. Any updates will be communicated via official channels.

6. Acknowledgment

By joining the Air Oceanic Staff Team, members agree to follow this policy and contribute to a positive, professional staff team.