

Job Title: Compliance Monitoring & Safety Manager	Department: Compliance and Safety
Reports to: Accountable Manager	Revision Date: 18/04/17
Main Internal Contacts:	Main External Contacts:

Purpose of Position

The main focus of the Compliance Monitoring and Safety Manager role is have an overview and hold responsibility for all aspects of safety and compliance across the company and to ensure that the activities of the SaxonAir Flight Operations, Ground Operations, Crew Training and Maintenance Departments are being carried out under the supervision of the relevant Post Holder to the standards required by the UK CAA, and to ensure compliance with the applicable external (EASA, ICAO, IATA) requirements and any additional requirements defined by SaxonAir.

Essential Job Functions

- Management of the Compliance and Safety Management System – development, administration and maintenance of company safety and compliance policies, procedures, controls and systems
- Development and implementation of the Audit Programme based on review of regulatory trends and identification of future risk to ensure the business is aware of actual or impending actions required in order to remain compliant
- Facilitate the Risk Management process and oversee hazard identification system, provide independent advice on safety matters to management
- Promoting and fostering a supportive compliance and safety culture within the company.

Job Function Specifics

- CAA Postholder for Quality Manager, Maintenance and Operations
- Acting as the Company liaison with regulatory authorities and ensuring changes are implemented into the business as required
- Acting as Lead Auditor – monitoring company operation against policies and procedures, and subsequently prepare clear and constructive reports
- Monitoring of contracted aviation service providers to ensure the required standards are being met
- Liaison with departmental managers concerning the correction of any deficiencies highlighted through the Compliance Monitoring system
- Monitoring of the effectiveness of changes resulting from any corrective actions identified during compliance and safety audits
- Maintenance of the Safety Reporting System
- Monitors trends arising from reporting system and incident reports
- Makes recommendations to correct/prevent identified safety issues to mitigate the risk as part of loss control standards
- Acting as an Investigator whilst conducting internal safety investigations

- Communicate safety information to crew members and ground staff and with others maintain a just culture
- Reporting to the Accountable Manager and Board of Directors and highlighting issues and findings, preparing quarterly and biannual report on compliance and safety performance
- Ensure all Safety and Compliance Manuals are updated and distributed efficiently and effectively
- Updating and implementing Emergency Response policies and procedures and utilising these programs when required
- Management and maintenance of safety and compliance management documentation to ensure that all records are stored in a manner that ensures confidentiality, protection from damage, alteration and theft
- Assisting Part M and Maintenance Department as required

Requirements

Experience within an aviation engineering and/or operational compliance management environment

Extensive knowledge of EU-OPS/ EASA OPS and ICAO regulations

Good knowledge of EASA Part M and Part 145 regulations

Other Skills/Abilities

Excellent management, communication and problem solving skills

Proactive with the influencing and diplomacy skills necessary to drive organisational and cultural change

Ability to liaise and communicate effectively with people at all levels of the organization and external parties.

Resilience

Attention to detail

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the company.</p>
