

<b>Job Title:</b>	Continued Airworthiness Officer		
<b>Department:</b>	Development and Commercial Services	<b>Section:</b>	Aviation Services
<b>Reports to:</b>	FIGAS Maintenance Manager		
<b>Grade:</b>	Falkland Islands Government Grade – H1	<b>Job Code:</b>	TBC
<b>Overall Purpose of the Role</b>			
<p>Support the FIGAS Maintenance/Continued Air Worthiness (CAW) Manager with planning, organising and managing aircraft maintenance including aircraft maintenance staff by controlling and disseminating/receiving all pertinent maintenance documentation such as work packs, work cards, modifications, airworthiness directives, service bulletins and letters related to every maintenance activity across the fleet.</p> <p>Assist with technical documents and publications required to sustain ASSI Part 145 and Part 39 approvals, ensuring aircraft are airworthy and in full regulatory compliance.</p>			
<b>Key Role Activities</b>			
<ul style="list-style-type: none"> <li>• Liaise with the CAW around the management, dissemination, receipt and archiving of all technical documentation related to aircraft maintenance and airworthiness activities;</li> <li>• Identify and report any Aircraft maintenance programme development to the CAW.</li> <li>• Cross-checking aircraft Technical Logs against aircraft/component log books and aircraft management software to ensure accuracy of records;</li> <li>• Daily, input data into the Aerotrak Software package to update aircraft utilization, this must be done accurately and timely.</li> <li>• Develop an understanding of reacting to and raising aircraft and component work packs and task cards as required by aircraft maintenance staff and update maintenance management software on a daily basis; create and develop work packs from this.</li> <li>• Daily control of the technical library ensuring all subscriptions are valid at all times;</li> <li>• Using the Aerotrak traffic light system, be directly responsible for the daily control of the technical library ensuring all subscriptions are valid at all times.</li> <li>• Notify engineers of subscription expiry – subscription methods include manuals, Internal/External notification daily to show compliance with insurance, law and regulation.</li> <li>• Recording and dissemination of documents such as Airworthiness Directives, Service Bulletins and Service Letters;</li> <li>• Under the guidance of the CAW, review regulatory compliance, disseminate inter departmental communications and liaison activities related to aircraft maintenance as and when required;</li> <li>• Assist the Maintenance/CAW Manager with drafting and producing interdepartmental communications and liaison activities related to aircraft maintenance as and when required.</li> </ul>			

Key Role Activities: Continued
<ul style="list-style-type: none"> <li>With guidance from the Maintenance/CAW Manager update control and development of CAW Maintenance manuals.</li> <li>Attendance at production planning and CAW liaison meetings is essential.</li> </ul> <p><b><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></b></p>
Additional Information
<p>The job requires a high level of concentration, accuracy and discipline in order to ensure all technical documentation meets regulatory compliance.</p> <p>Limited overtime can be expected depending on operational requirements.</p> <p>This position has the opportunity for progression within Continued Airworthiness Management.</p>
Criminal Record Checks: (This post is regarded as a sensitive post)
<p>All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).</p> <p>Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.</p> <p>Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.</p>

Person Specification:	Continued Airworthiness Officer		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills &amp; Experience</b>			
A minimum of 1-2 years' experience of working within a similar role	✓		A/I
Good verbal and written English	✓		A/I
Good working knowledge of Microsoft Office programmes, particularly Word and Excel	✓		A/I
Aptitude for working accurately and methodically with numbers	✓		A/I
Able to work effectively as part of a small team as well as on own initiative and be flexible to accommodate variable workloads with tight deadlines	✓		A/I
Sound judgement and decision-making skills	✓		A/I
Ability to deal with change in a positive manner	✓		A/I
Proven history of database work		✓	A/I
Ability to analyse existing systems and develop alternative procedures		✓	A/I
Ability to write and amend procedural manuals		✓	A/I
<b>Personal Attributes:</b>			
Have a mature attitude to work	✓		A/I
Have a polite and helpful attitude	✓		A/I
Motivated and innovative	✓		A/I
Have a flexible and resilient	✓		A/I
Logical thinker who is willing to accept responsibility	✓		A/I
Flexible approach to work	✓		A/I
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I

Person Specification:	Continued Airworthiness Officer		
Criteria	Essential	Desirable	Assessment Method
Qualifications & Training			
GCSEs Level 4 in Mathematics, English, and a Science subject	✓		A/I
NVQ Level 2 in a relevant subject	✓		A/I
Current valid driving licence	✓		A/I
ECDL or equivalent IT qualification.		✓	A/I
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

## Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

O - Other