

<b>Job Title:</b>	Continued Airworthiness Officer		
<b>Directorate:</b>	Development and Commercial Services	<b>Section:</b>	Aviation Services
<b>Reports to:</b>	FIGAS Maintenance Manager		
<b>Grade:</b>	Falkland Islands Government Grade – G2	<b>Job Code:</b>	
<b>Overall Purpose of the Role</b>			
<p>This is a crucial position supporting the FIGAS Maintenance/Continued Airworthiness Manager (CAW) with planning, organising and managing aircraft maintenance.</p> <p>Control of all technical documents and publications required to sustain ASSI Part 145 and Part 39 approvals, ensuring aircraft are airworthy and in full regulatory compliance.</p> <p>The Continued Airworthiness Officer (CAO) directly supports the Maintenance/CAW Manager and 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>			
<b>Key Role Activities</b>			
<ul style="list-style-type: none"> <li>• Be responsible for the management, dissemination, receipt and archiving of all technical documentation related to aircraft maintenance and airworthiness activities;</li> <li>• Identify any changes of the aircraft maintenance programme to the Maintenance/CAW Manager assist by looking for alternative aircraft maintenance programmes that will be suitable.</li> <li>• Convey and record all changes to the Maintenance /CAW Manager, certified engineers, Quality Manager, Component Manufacturers etc.</li> <li>• Work autonomously 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>• React and raise aircraft worksheets and component work packs, task cards as required by aircraft maintenance staff and update maintenance management software on a daily basis; recording the date accurately to ensure Regulatory Compliance.</li> <li>• Directly responsible for daily control of the technical library ensuring all subscriptions are valid at all times;</li> <li>• Receive, review, record and disseminate documents such as Airworthiness Directives, Service Bulletins and Service Letters; to ensure the following are met:</li> </ul> <p>Regulatory and Mandatory compliance – distribute to Maintenance Manager, certified Engineers and the Stores Assistant. Notify them of timescales required for the maintenance programs and work flow.</p>			

## Key Role Activities (Continued)

- Update control and development of CAW Maintenance manuals.
- Drafting and produce interdepartmental communications and liaison activities related to aircraft maintenance as and when required;
- Attend production planning and CAW liaison meetings be involved in the decision making and respond accordingly.
- Maintain job related CPD activities and training.

***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.***

## Additional Information

The job requires a high level of concentration, accuracy and discipline in order to ensure all technical documentation meets regulatory compliance.

Limited overtime can be expected depending on operational requirements.

This position has the opportunity for progression within Continued Airworthiness Management.

Person Specification:	Continued Airworthiness Officer		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills &amp; Experience</b>			
A minimum of 5 years' experience of working within a similar role	✓		A/I
Ability to communicate fluently in both spoken and written English	✓		A/I
Excellent working knowledge of Microsoft Office programmes, particularly Word and Excel	✓		A/I
Aptitude for working accurately and methodically with numbers	✓		A/I
Have the ability 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
Comprehensive judgement and decision-making skills	✓		A/I
Excellent organisational skills and ability to prioritise workload effectively	✓		A/I
Have the ability to use initiative to deal with change in a positive manner	✓		A/I
Experience with collating, analysing and using data effectively	✓		A/I
Ability to analyse existing systems and develop alternative procedures	✓		A/I
Ability to write and amend procedural manuals	✓		A/I
Must be able to prioritise work streams	✓		A/I
Methodical and accurate in all aspects of work especially when relaying complex data	✓		A/I
Be a logical thinker who is willing to accept responsibility, and be able to explain their reasoning for decisions made	✓		A/I
<b>Personal Attributes:</b>			
Have a mature attitude with the ability to work unsupervised	✓		A/I
Have the ability to develop and establish professional relationships with all colleagues	✓		A/I

Person Specification:	Continued Airworthiness Officer		
Criteria	Essential	Desirable	Assessment Method
<b>Personal Attributes: (Continued)</b>			
Firm and assertive when required	✓		A/I
Motivated and innovative	✓		A/I
A strong team player, who works well with others	✓		A/I
Must have a flexible approach to work and be able to use their own initiative	✓		A/I
<b>Qualifications &amp; Training</b>			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I
GCSEs Level 4 in Mathematics, English, and a Science subject	✓		A/I
NVQ Level 3 (or equivalent) in a related field	✓		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

