



Aviation Training, Safety & Compliance Officer

Permanent role

Salary: £29,785 to £34,798 (based upon experience)
Department: Safety & Compliance Department / Ports Division / Department of Infrastructure
Reporting to: Head of Safety, Compliance & Quality Assurance
Team Size: No Direct Reports

Job Function

The Training, Safety & Compliance Officer will support the co-ordination of aviation safety development and compliance activities at Isle of Man Airport in accordance with national and international legislative requirements, and will report to the Head of Safety, Compliance & Quality Assurance.

Working as part of the compliance team, the primary responsibility of this role is to compile training and delivery of Safety & Compliance to internal / external stakeholders, provide support in the auditing activities related to aerodrome certification and development of safety management systems and the ongoing continuous improvement of documented processes at the Isle of Man Airport.

A key function of the role is to provide support and assistance to both internal and external stakeholders on all matters of safety, compliance and quality assurance, as well as develop and manage the Airport's Business Resilience Programme under the guidance of the Head of Safety, Compliance & Quality Assurance. The role also has specific responsibility to assist in the development of the Airport's Emergency Response Programme (ERP), and associated training in accordance with CAA Regulatory requirements.

The role also provides support in the development and drafting of airside safety policies and procedures as required in collaboration with the relevant Airport departments and third parties.

Overriding Responsibilities and Objectives

Conduct airside safety compliance assessments of airside safety and training systems, and manuals across airside functions at the Isle of Man Airport in line with the Aerodrome Compliance Plan.

- Design, Development and Delivery of Safety & Compliance Training
- Assist in the Design, Delivery and Execution of the Airport's Emergency Response Programme
- Assist in the Design, Training and Delivery of the Airport's Business Resilience Programme





- Auditing aerodrome activities in accordance with relevant regulations
- Making recommendations for management review and tracking the status of rectification actions
- Developing high quality compliance reports and performance metrics
- Supporting EASA (European Aviation Safety Agency) certification of Isle of Man Airport
- Supporting airside functions to understand the requirements and assist in the implementation of new aviation safety regulations
- Assisting in the development of systems and processes to continuously enhance aviation safety
- Providing inter-department compliance support in line with corporate standards
- Maintaining the Centrik database and managing refresher training of the Centrik system
- Compiling monthly reports for the Senior Management team
- Actively promoting a Just Culture, which encourages and promotes reporting of all incidents, including near miss events
- Conducting third party audits
- Coordinating safety meetings and safety awareness campaigns
- Any other reasonable tasks as requested





Role Competencies

Key Personal Attributes	<p>Core</p> <ul style="list-style-type: none"> Outstanding communication and relationship skills Desire to share knowledge and educate colleagues Ensuring compliance is maintained across all Airport operations Conducting audits and producing reports on the findings and carrying out any action necessary. Attention to detail with finger on the pulse with sound data analysis ability Problem solver capable of working on own initiative Ambassador for Just Culture Environments Methodical, analytical and focused approach to work is required A proven ability to communicate, both verbal and written, and the ability to draft and assist in the development of technical documents is required. Strong relationship skills required. Knowledge of airside safety legislation and implementation
	<p>Desirable</p> <ul style="list-style-type: none"> Ability to create environments of trust and empathy Experience of LEAN and Six Sigma Project Management IT proficiency in Centrik
Qualifications	<p>Core</p> <ul style="list-style-type: none"> Have experience of managing Train the Trainer Courses
	<p>Desirable</p> <ul style="list-style-type: none"> Hold a recognised internal auditor qualification in Airport / Airline Operations e.g. IRCA, CAA, Baines Simmons. Hold a recognised Adult Learning Qualification Experience of designing training material Have a good knowledge of EASA / CAA Regulations. Have completed a recognised course on the management of safety and quality (or equivalent). Excellent working knowledge of CAP 168 and the management of Aerodrome certification. Be educated to Degree Level (or equivalent)
Experience	<p>Core</p> <ul style="list-style-type: none"> Proven record of delivering training material Proven aviation safety and quality experience gained in a commercial aviation environment. Sound knowledge of safety management, hazard identification and mitigation systems and processes Thorough understanding of aerodrome operations and associated activities such as Ground Handling. Experience of Business Resilience Programmes and their implementation
	<p>Desirable</p> <ul style="list-style-type: none"> Work at a UK or European Regional Airport Prior experience of CENTRIK SMS (highly desirable)
Circumstances	<p>Core</p> <ul style="list-style-type: none"> Satisfactory Police Check
	<p>Desirable</p> <ul style="list-style-type: none"> Isle of Man Worker



Key Performance Indicators

The following will be monitored via appraisal and regular meetings:

- Maintain and foster positive engagement with all Airport departments and 3rd Party organisations.
- Enhances and continuously improves safety and compliance standards across the entire operation.
- Reduces safety related incidents through proactive support of colleagues.
- Be an Ambassador for our quest to ACT – Safely, Smartly, Swiftly!