

Job Description



Job Detail	
Job Title	Continuing Airworthiness / Company Librarian
Summary	This is very responsible aircraft administration and technical position. Responsible to the Deputy Continuing Airworthiness Manager for Part M management of aircraft and Company documentation. Ensuring standard business document control procedures are complied with, which includes their circulation, subscription services, associated amendments and processing of aircraft daily sector logs and update of aircraft log books.

Qualifications, Experience and Competencies Required	
Essential Experience	
<ul style="list-style-type: none"> • Experience of Safety Management Systems, including but not limited to; mandatory and voluntary reporting, safety data analysis and safety investigations • Experience in Technical records management • Computer literate with a sound understanding of Excel and Word • Ability to work unsupervised • Customer focused, and output driven 	
Desirable Experience	
<ul style="list-style-type: none"> • Practical experience and expertise in the application of aviation standards and safe operating practices • Three years relevant work experience of which at least the last two years should be from the aeronautical industry in an appropriate position • Experience working with Regulatory bodies • Experience in a similar role within the aviation environment 	
Essential Qualifications	Desirable Qualifications
<ul style="list-style-type: none"> • Recognised Human Factors training 	<ul style="list-style-type: none"> • Recognised SMS training • Recognised MRP Part 145/M training • Recognised EASA Part 147/ 66 training • Recognised Aircraft Maintenance Programme Training • Recognised Occurrence Review Group Training

Essential Technical Competencies
<ul style="list-style-type: none"> • Knowledge of quality systems • Knowledge of organisation capabilities, privileges and limitations • Detailed knowledge of an organisation’s CAME • Detailed knowledge of an organisation’s AMPs • Detailed knowledge of Part M and Part 145 • Knowledge of MRP Part 145 • Knowledge of CAA oversight of military registered aircraft • Knowledge of safety risks linked to the working environment • Understanding of professional integrity, behaviour and attitude toward safety • Understanding of conditions for ensuring continuing airworthiness of aircraft and components • Understanding of his/ her own human performance limitations • Understanding of personnel authorisations and limitations • Understanding of critical maintenance tasks • Ability to consider human performance and limitations • Ability to identify and rectify existing and potential unsafe conditions • Ability to understand work orders and refer to applicable ICA
Essential Non-Technical Competencies
<ul style="list-style-type: none"> • Ability to use information systems • Excellent communication and literacy skills • Ability to work collaboratively with varied stakeholder groups • Ability to promote strong and collaborative relationships with key stakeholders • Ability to influence internal and external stakeholders
Leadership/Management Competencies
<ul style="list-style-type: none"> • N/A for this role

Core Responsibilities and Duties/Skills
General
<ul style="list-style-type: none"> • Process of aircraft daily flying sector logs • Management of the Airworthiness Department Technical documents and aircraft manuals. • Management of the Company Documents

Specific

- Process of aircraft Sector logs, work orders and subsequent update of aircraft log books, Hours and cycles log, TLT and AD/SB lists
- Ensure all sector logs and work orders are accounted for in preparation for Airworthiness Reviews
- Manages the library circulation and provides support to the Airworthiness Department
- Responsible for the library database
- Ensuring that all revision subscriptions are maintained as necessary to ensure all required documentation is kept up to date.
- Ensure all manuals under his/her direct management are maintained in a serviceable condition.
- Ensuring that all new documents, manuals and revisions/amendments to existing documents (technical and wider business) and manuals are booked into the NGen system and distributed, in a timely manner.
- Monitoring and assessing Service Bulletins and Airworthiness Directives of potential relevance to the 3 military training aircraft types under management.
- Checking weight and balance calculations in consultation with Part 145 organisation and maintaining a record of weight and balance for each aircraft under management.
- Keeping maintenance data up to date and preserving the maintenance records
- Participating in reporting and quality assurance process relating to airworthiness.
- Promoting strong and collaborative relationships with key stakeholders
- Accomplishing any other duties as may be reasonably directed or delegated by the DCAM or Line manager