

Job Description



Job Detail

Job ID	Post Ref: 0016
Job Title	Safety & Compliance Engineer
Location	Cranwell
Job Level	Level 1
References	Regulation (EU) No 1321/2014 Annex II (Part 145) 145.A.30 Regulation (EU) No 1321/2014 Annex I (Part M) M.A.706 AFS EASA Part 145 MOE AFS EASA Part M CAME AFS AiMS SMM
Summary	Must have a good working experience and in-depth knowledge of quality/compliance audit activities within an aviation engineering environment, these skills will be utilised within a diverse Multi-Aircraft, Multi site Aviation Maintenance Organisation.

Qualifications, Experience and Competencies Required

Essential Experience

- Experience of working within an ISO 9001-2015 compliance and quality department/environment;
- Auditing experience with root cause analysis;
- Experience working within a Compliance Monitoring team across a multi-platform environment;
- Experience working with Regulatory bodies;
- Experience of Safety Management Systems, including but not limited to; mandatory and voluntary reporting, safety data analysis and safety investigations;
- Aircraft maintenance experience in a line or base environment;

Desirable Experience

- Experience of working practices/procedures of the UK MOD/Military environment

Essential Qualifications

- Recognised quality auditing qualification

Desirable Qualifications

- Recognised EASA Part M and Part 145 training

	<ul style="list-style-type: none"> • Recognised Human Factors training • Recognised SMS training • Recognised Occurrence Review Group training • Recognised Maintenance Error Investigator training • Recognised MRP Part 145 training • Recognised EASA Part 147/ 66 training
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Essential Technical Competencies

- Knowledge of applicable officially recognised standards
- Knowledge of auditing techniques: planning, conducting and reporting
- Knowledge of human factors, human performance and limitations
- Knowledge of organisation capabilities, privileges and limitations
- Knowledge of quality systems
- Knowledge of EASA Part M, Part 145, Part 66 and Part 147
- Knowledge of MRP Part 145
- Knowledge of relevant parts of the MOE, CAME, SMM and associated procedures
- Knowledge of safety risks linked to the working environment
- Knowledge of CDCCL and EWIS (where relevant)
- Understanding of professional integrity, behavior 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

- Ability to use information systems
- Good communication and literacy skills
- Investigation skills
- Analytical and proven auditing skills (objectivity, fairness, open-mindedness)
- Ability to work collaboratively with varied stakeholder groups

Core Responsibilities and Duties/Skills

General

- Maintaining activities as directed and associated with the CAA/EASA/MAA, ISO9001-2015 and company legislative requirements

- Producing and amending compliance procedures for approval, implementation by the Safety & Compliance Manager
- Assisting with the liaison with the OEMs and service providers to obtain approved data for repairs/rectification and providing the interface with the OEMs for engineering queries;
- Maintaining and issuing, authorisations as appropriate to suitably qualified and competent persons on behalf of the Safety & Compliance Manager, whilst maintaining appropriate and accurate records
- Prepare, plan and undertake internal and external audits as per the Audit Programme, and making subsequent recommendations as necessary to the Safety & Compliance Manager
- The recording and processing of the engineering and mandatory occurrence reports accordingly
- Assessing, monitoring and the submission of the engineering applications to the personnel licensing department of EASA/CAA as required
- Ensure compliance with all relevant corporate policies including but not limited to health, safety and environmental, and aviation authority regulations
- Conduct compliance, safety assurance and investigation duties as directed by the Safety & Compliance Manager
- Deputising for the Safety & Compliance Manager, as nominated, and fulfil their duties during periods of absence
- Accomplishing any other duties as may be reasonably directed or delegated by the Safety & Compliance Manager

Specific

- As defined in all associated regulatory documents and Company Exposition/Quality Plan