**Job Title: Junior / Graduate Compliance Engineer – Technical**

|  |
| --- |
| **Role Purpose (position scope)** |
| The Junior / Graduate Compliance Engineer – Technical - is directly responsible to the Compliance Manager for ensuring continued accreditation to the requisite Aviation Regulations, allowing successful delivery of Customer requirements while also providing technical, regulatory and international standards support for all areas of Draken Europe. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| Compliance Manager | Not applicable | Not applicable  | Not applicable |

|  |
| --- |
| **Key Responsibilities** |
| * Safety first. Operate at Draken Europe in accordance with the SHE standards. Identify where the SHE standards are applicable to appointed operations/tasks and apply safe systems of work identified.
* Apply countermeasures identified in applicable risk assessment to appointed operations/tasks.

**Compliance Assurance*** Assisting in Compliance assurance and monitoring for all technical capabilities in accordance with:
* UK Part M / Part CAMO
* UK Part 21 Sub Part G
* UK Part 145
* MRP 145
* UK Part 147
* EASA Part 147
* BCAR A8-23
* BCAR A8-25

The Junior / Graduate Compliance Engineer – Technical will support the Compliance team with activities including: * Internal and External compliance audits.
* Processing non-conformances raised from audits.
* Maintaining the personnel authorisation system.
* Maintaining the company component capability list.
* Maintaining relevant expositions and documentation.
* Monitoring changes to regulatory legislation and international standards.

**Special Conditions*** Ad Hoc / out of hours work during urgent / unforeseen business requirements.
* Domestic / international travel as required.
* Any other duties that are reasonably requested by management within the capability of the incumbent.
 |

|  |
| --- |
| **Core Competencies** |
| **Experience & Qualification*** Strong academic achievement, typically higher education standard (A-Level) or equivalent – Required.
* Formal aerospace engineering qualification – Desirable.
* Auditor qualification – ISO 9001 or suitable equivalent – Desirable.
* Previous exposure to aerospace regulations and/or ISO 9001 Standard – Desirable.
* Ability to gain and maintain Security Clearance (SC) status – Required.

**Personal Skills & Attributes*** Good verbal and written communication skills – ability to interface with internal and external customers at all levels.
* Good organisational and time management skills with the ability to work under pressure and achieve tight deadlines.
* Strong IT literacy – use of MS office, excel and other company software as required.
* Maintain high levels of integrity, work ethic and confidentiality and use discretion appropriately.
* Dynamic, flexible and adaptable attitude.
* Detail-oriented with an analytical approach, while maintaining independence and objectivity.
* Ability to work effectively and positively within a small team.
 |

|  |
| --- |
| **Key Measures** |
| * Effective support of the audits assigned to them – delivered on time to the requisite standard.
* Effective management of audit non-conformances, mitigating likelihood of repeat occurrence.
* Effective monitoring of regulatory legislation and international standards.
* Successful performance against objectives set during annual personal development review.
 |

Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_