

## Role Purpose

The Deputy Head of Training & Standards (Deputy HOTAS) is to ensure that the highest standards of training are maintained across the portfolio of aircraft types and operating environments for FR Aviation Ltd. This is a management role which is responsible for the coordination and delivery of effective, regulatory compliant training for FR Aviation Ltd.

Principally, the Deputy HOTAS is to support the Training Organisation and HOTAS in ensuring that the Approved Training Organisation (ATO) operates in compliance with the requirements of the relevant regulatory authority while meeting the training standards output requirements of the Flight Operations organisation. Deputy HOTAS is to ensure sufficient suitably qualified and experienced instructional staff are available and capable of delivering a consistent high standard of instructing and examining within the ATO and across the span of operational readiness training, surveillance & similar contractual delivery domains.

The Deputy HOTAS is indirectly accountable to the UK Civil Aviation Authority for FR Aviation Ltd's ATO activities. The role reports to HOTAS but is responsible to the Director of Flight Operations (DFO) and Fleet Captains for the output of Type Rated pilots, competent line qualified crews and EWOs/SOs.

## Special Conditions

The aviation sector is highly regulated, with safety and compliance the highest priorities. To this end, Deputy HOTAS must champion these priorities. In addition, FR Aviation Ltd is committed to the highest training standards and the provision of exemplary special mission operations in various forms. Deputy HOTAS has particular responsibilities to ensure that the standards of both training and operational delivery are developed, maintained and continuously improved. Deputy HOTAS should promote behaviours that align with these values.

## Key responsibilities

### Operational Excellence

- Supervision and oversight of training standards to meet or exceed the relevant regulatory authority and Company requirements.
- Commitment to delivering the highest standards of instruction to meet or exceed the contractual requirements and to support the unique nature of the FR Aviation Ltd operation.
- Management and control of the administrative aspects of the Training Department in accordance with the regulatory and Company requirements.
- Maximise the efficiency of the Training Department and all training activities.

### Standards

- Implementation, review and development of training curricula, courseware, policies, procedures and processes.
- Act as an SME to review and oversight 3<sup>rd</sup> party training providers.
- Implement, review and develop the assurance processes to maintain training standards.

### Safety and Compliance

- As part of the Flt Ops management team, demonstrate a determined approach to safety leadership through the fostering of a positive safety culture and actively encouraging the reporting of hazards, errors and violations.
- Demonstrate commitment to the highest standards of compliance through the support of the internal and external audit programme and by meeting the statutory minimum time to close out findings or observations.
- Maintenance of FR Aviation Ltd's ATO by ensuring regulatory compliance and through fostering open and trusted relationships with key Civil Aviation Authority staff.
- Facilitate, review and recommend updates to training policies to safely and effectively manage training requirements.
- Maintenance of effective recurrent training programmes reflecting industry best practice.
- Maintenance of training records in accordance with regulation and Company operations manuals.

- Ensure that relevant legislative and regulatory changes are effectively captured, embedded and rolled out across the organisation.

#### **People**

- Manage the welfare, development and potential of personnel within the Training Department through a regular review process.
- Enable a strong succession plan through recruitment and training.

### **Core competencies**

#### Personal Skills/Abilities

- Strong focus on aviation safety and compliance
- Ability to prioritise effectively
- Strong leadership skills
- Proactive, driven and assertive
- Ability to communicate effectively with internal and external stakeholders
- High level of personal and professional integrity
- Strong organisational and time management skills
- An empathetic style which enables effective instruction and training

#### Educational Vocational Qualifications

- Hold a current Air Transport Pilot's Licence issued by an ICAO recognised regulatory authority
- Hold or have held an instructor/examiner qualification issued by an ICAO recognised regulatory authority
- Have a minimum of 3 years' experience as an instructor/examiner
- Maintain command status on at least one type of aircraft operated by FR Aviation Ltd

#### Knowledge

- Have a sound understanding of regulatory requirements pertaining to training and ATO management
- Broad experience, knowledge and understanding of the civil aviation environment
- Legislative requirements to maintain the ATO
- Reasonable level of competence with the suite of Microsoft Office tools

#### Experience

- Have experience working with regulatory bodies
- Have ATO management experience preferably in the pilot training department, deputising for or holding a Nominated Person position
- Strong instructional background in the civil environment
- A background in military aviation or government aviation – highly desirable

### **Key measures**

- Sufficient suitably trained, qualified and experienced line crews to safely conduct the range of FR Aviation Ltd flying operations and to meet contractual requirements.
- Effective promotion of the Company's values with regard to safety, compliance and training standards.
- Safe, efficient and effective training provision from the ATO and from Line Training staff.
- Effective succession plan held within the Training Department.
- Comprehensively address all safety actions and audit findings within the statutory requirements.
- As part of the Flt Ops management team, accept the joint and several responsibilities associated with supporting and implementing Flt Ops and Training policies.