**Job Title: Technical Records Clerk (TRC)**

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| **Role Purpose (position scope)** |
| The Technical Records Clerk (TRC) reports to the Aircraft Maintenance Programmes & Technical Records Lead (AMP&TR-L) and is responsible for the effective execution of the Technical Records (TR) activities in accordance with all applicable Aviation Regulations and International Standards. |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| * Aircraft Maintenance Programmes & Technical Records Lead (AMP&TR-L)
 | N/A | N/A | N/A |

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| **Key Responsibilities** |
| * **Aviation Regulatory Responsibility**
* Applicable Aviation Regulation Regulators, but not limited to:
	+ EASA
	+ UK CAA
	+ UK MAA
	+ Other, as applicable
* Compliance with all applicable Aviation Regulations at all times.
* Only perform TR activities within the boundaries of the privileges/scope of the Aviation Regulatory Approvals held, and as identified in the respective Regulatory Approval Certificates and Expositions.
* Perform and/or assure the following TR activities:
	+ Recording of aircraft, engine, component, role and mission equipment flight hours, cycles, life limits, maintenance, repairs, modification, etc…
	+ Management, verification and audit of aircraft records and data within the electronic continuing airworthiness management system.
	+ Management of all Logbooks, Mod Books and Logcards
	+ Management of airworthiness records storage and archiving
	+ Aircraft and component structure build and management within the electronic continuing airworthiness management system.
* Accurate recording of all relevant TR activities and maintaining records in accordance with all applicable Aviation Regulations.
* In support of the Company Safety Management System (SMS), ensuring that any condition that has resulted, or may result in, an unsafe condition that hazards seriously the flight safety of aircraft or personnel is reported.
* Supporting technical investigations in support Safety Occurrence Report Management.
* Supporting a robust First and Second Line of Defence Compliance (Quality) monitoring system is always maintained within the TR Function.
* Supporting with Audit Non-Conformance management and Safety Investigation Findings.
* **Quality, Security and Health, Safety & Environmental Responsibility**
	+ Applicable International Standards, but not limited to:
		- ISO 9001 – Quality (Business) Management System
		- ISO 14001 – Environmental Management System
		- ISO 45001 – Occupational Health Management System
		- ISO 27001 – Information Security Management System
	+ Compliance with all applicable International Standards at all times.
	+ Always apply safe systems of work.
* **Business Management**
* Operational performance – Efficient, effective, and on-time delivery of all TR Functional tasks and responsibilities.
* Financial performance – Efficient, effective, and on-budget delivery of all TR Functional tasks and responsibilities.
* Efficient and effective Internal & External Customer management and engagement.
* **TR Function Expertise & Consultancy**
* Providing a focal point for Airworthiness and Technical advice, support, communications, and guidance.
* **Special Conditions**
* Ad Hoc / Out-of-Hours work during urgent / unforeseen business requirements.
* Domestic and International travel.
* Any other reasonable duties which may requested that falls within the scope and/or capability of the incumbent.
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| **Core Competencies** |
| * **Experience & Qualifications**
* Knowledge of commercial Continuing Airworthiness Management principles and practices – Proven experience in a similar role – **Advantageous**
* Theoretical and practical application-level knowledge of AOC Operations – **Advantageous**
* Theoretical and practical application-level knowledge of EASA, UK CAA, UK Military and FAA Aviation Regulations – **Advantageous**
* Practical application-level knowledge of ISO 9001, ISO 45001, ISO 14001 & ISO 27001 as applicable in the aviation environment – **Advantageous**
* Practical application-level knowledge of Safety Management System (SMS) principles and requirements as applicable in the aviation environment – **Advantageous**
* Demonstrable people and cultural change management experience – **Advantageous**
* Technical Qualifications: – **Required**
	+ EASA / CAA / Other Part 66 B1/B2 Aircraft Engineer License, or equivalent, or
	+ Relevant Aerospace / Aeronautical Engineering Degree, or
	+ 5 GCSE (O-Levels) at minimum Grade C / BTEC equivalent / Aviation Apprenticeship with proven relevant industry experience, or
	+ Relevant and proven Continuing Airworthiness Management experience
	+ Other relevant / transferable work experience, for example: Banking, Financial, Audit
* Relevant Aircraft (Airframe & Engine) Type Training or General Familiarisation Training – **Advantageous**
* Able to hold an SC-Level security clearance – **Required**
* **Personal Skill & Attributes**
* Excellent in communicating / presenting at all levels, across all boundaries, internal and external, both verbally and written.
* Excellent business acumen.
* Highly self-motivated, assertive, resilient with the ability to hold their own.
* Excellent organisational and time management skills, with the ability to achieve tight deadlines in challenging environments.
* Excellent use MS Office Software and other Company Software as required.
* Ability to maintain high levels of integrity, work ethic and confidentiality and use discretion appropriately.
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| **Key Measures** |
| * Continuous delivery of high quality (technically, safe, and compliant) continuing airworthiness management activities.
* On-time and on-budget delivery of all continuing airworthiness management activities – no compromise to safety, standards and/or compliance
* Always maintaining compliance against all applicable Aviation Regulatory and International Standard requirements
* Always maintaining effective communication and engagement across all levels within the business
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Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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