**Job Title: Airworthiness Review Engineer (ARC-E) – TIA -**

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| **Role Purpose (position scope)** |
| The Airworthiness Review Engineer (ARC-E) reports to the Airworthiness Review Lead (ARC-L) and is responsible for the effective execution of the Airworthiness Review Certificate (ARC) activities in accordance with all applicable Aviation Regulations and International Standards.  This position is to be based at Draken facilities at **Teesside International Airport, Darlington.**  Regulatory Nominated Person for Airworthiness Review Certificates (ARC) and equivalent Airworthiness Reviews under the Company National Approvals. |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| * Airworthiness Review Lead (ARC-L) | N/A | N/A | N/A |

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| **Key Responsibilities** |
| * **Aviation Regulatory Responsibility & Ownership** * 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 performing ARC 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 Fleet management of the Airworthiness Review Certificate (ARC) process * Recording all Airworthiness Review Certificate (ARC) activities and maintaining records in accordance with all applicable Aviation Regulations. * Lead focal point for aircraft import & export as required by the organisation * Be able to represent the CAM as and when required * 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 within the ARC Function. * Supporting with Audit Non-Conformance management and Safety Investigation Findings. * Performing effective Root Cause Identification (RCI) and delivering effective and sustainable Containment, Corrective and Preventive Actions. * **Quality, Security and Health, Safety & Environmental Responsibility & Ownership**   + 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 ARC Functional tasks and responsibilities. * Financial performance – Efficient, effective, and on-budget delivery of all ARC Functional tasks and responsibilities. * Efficient and effective Internal & External Customer management and engagement. * **ARC Function Expertise & Consultancy** * Providing a focal point for Airworthiness Review Certificate (ARC) 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** * Expert knowledge of commercial Continuing Airworthiness Management principles and practices – Extensive proven experience in a similar role – **Required** * Theoretical and practical application-level knowledge of AOC Operations – **Advantageous** * Expert theoretical and practical application-level knowledge of EASA, UK CAA, UK Military and FAA Aviation Regulations – **Required** * 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 – **Required** * Technical Qualifications: – **Required**   + EASA / CAA / Other Part 66 B1/B2 Aircraft Engineer License, or equivalent, or   + Relevant Aerospace / Aeronautical Engineering Degree, or   + Minimum of 10-years (Regulatory Requirement) relevant and proven Continuing Airworthiness Management experience * Relevant Aircraft (Airframe & Engine) Type Training or General Familiarisation Training – **Advantageous** * Knowledge of British Civil Aviation Regulation – BCAR – **Advantageous** * Knowledge of fast jets - **Advantageous** * Able to hold ARC Form 4 – **Required** * Able to hold AD456 Form 4 – **Required** * Able to hold SC-Level security clearance – **Required** * **Personal Skill & Attributes** * Excellent in nurturing, mentoring, guiding, and influencing personnel. * 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) ARC management activities * On-time and on-budget delivery of all ARC 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 |

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

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

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