**Job Title: Aviation Safety Investigator**

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| **Role Purpose (position scope)** |
| The Aviation Safety Investigator is responsible for conducting investigations into aviation safety incidents, accidents, events and as otherwise directed by the Aviation Safety Manager, ensuring that investigations are completed in appropriate timescales, in accordance with SMS processes and procedures. |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| Aviation Safety Manager | N/A | N/A | N/A |

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| **Key Responsibilities** |
| * The conduct of investigations into aviation occurrences, incidents or accidents. * In the event of an occurrence, this role is the primary to deploy immediately to the aircraft/incident which may involve overseas travel. * Making safety recommendations from investigation to reduce the probability of recurrence. * Monitor aviation incident reporting to propose investigation takes place, where it has not been requested, should it be deemed necessary. * Contribute to continual development of processes and procedures relating to investigations. * Liaise with stakeholders about possible solutions to safety related issues found within the investigation process. * Management of the ERG process. * Actively support and promote the Company’s Safety Management System (SMS). |

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| **Core Competencies** |
| Experience & Qualifications   * Qualified aviation safety investigator. * 5 years’ experience in the aviation industry in either a safety, operations or engineering role. * Experience working with SMS and aviation Regulations. * Experience managing the implementation of new processes and procedures.   Personal Skill & Attributes   * Self-motivated, assertive, resilient with the ability to hold their own. * Excellent verbal and written communication skills – Ability to interface with internal and external customers at all levels. * Experienced in presenting information, written and verbal. * Good organisational and time management skills, with the ability to achieve deadlines. * Computer literate – Use MS Office Software and other Company Software as required. * Maintain high levels of integrity, work ethic and confidentiality and use discretion appropriately. * A propensity toward flexibility to accommodate the reactive nature of the work. |
| **Key Measures** |
| * Effective and comprehensive oversight of recommendation closures * Effective and comprehensive handling of confidential data * Effective and comprehensive analysis as requested * Effective facilitation of the Event Review Group * Effective trend monitoring of matters relating to operational safety. * Objectives set during annual Personal Development Review (PDR) |

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

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

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