**Job Title: CAMO Maintenance Planning Engineer (CMP-E)**

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| **Role Purpose (position scope)** |
| The CAMO Maintenance Planning Engineer (CMP-E) reports to the CAMO Maintenance Planning Lead (CMP-L) and is responsible for delivering the effective aircraft, engine, and component maintenance planning activities in accordance with all applicable Aviation Regulations and International Standards. |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| * CAMO Maintenance Planning Lead (CMP-L)
 | N/A | * CAMO Maintenance Planning Engineers (CMP-E)
 | 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 CAMO Maintenance Planning 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 CAMO Maintenance Planning activities:
	+ Production and management of the whole fleet of Aircraft Airframes, Components, Role Equipment and Mission Equipment maintenance plan/s – Short, Medium, and Long-term
	+ Production and management of the whole fleet of Powerplant (Engines, APU’s and Propeller) maintenance plan/s – Short, Medium, and Long-term
	+ Scheduling, chairing or attending planning meetings – Weekly, Monthly, Base Maintenance Pre-inputs, etc…
	+ Scheduling of all scheduled and out-phase (AD’s, SB’s, Modifications, Repairs, etc…) aircraft maintenance
	+ Rotable & Non-Rotable Component forecast management (Scheduled & Unscheduled Maintenance, AD’s, SB’s, Modifications and Repairs) in collaboration with the Operational Procurement & Supply Chain Department
* Recording all CAMO Maintenance Planning activities and maintaining the associated records in accordance with all applicable Aviation Regulations.
* In support of the Company Safety Management System (SMS), reporting any condition that has resulted, or may result in, an unsafe condition that hazards seriously the flight safety of aircraft or personnel.
* Supporting with 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 CMP 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.
	+ Compliance with all applicable Risk Assessments related tasks where the safety of personnel may be at risk.
	+ Always apply safe systems of work.
* **Business Management**
* Operational performance – Efficient, effective, and on-time delivery of all CMP Functional tasks and responsibilities.
* Financial performance – Efficient, effective, and on-budget delivery of all CMP Functional tasks and responsibilities.
* Efficient and effective Internal & External Customer management and engagement.
* **CMP Function Expertise & Consultancy**
* Providing a focal point for CAMO Maintenance Planning 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 CAMO Maintenance Planning principles and practices – Proven experience in a similar role – **Required**
* 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 CAMO Maintenance Planning experience
* 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.
* Good 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) CAMO Maintenance Planning activities
* On-time and on-budget delivery of all CAMO Maintenance Planning 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
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Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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