**Job Title: Base Maintenance Production Planner & Controller (PP&C)**

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| **Role Purpose (position scope)** |
| The Base Maintenance Production Planner & Controller (PP&C) reports to the Production Planning & Control Lead (PP&C-L) and is responsible for the effective execution of production planning and control activities in accordance with all applicable Aviation Regulations and International Standards. |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| * Production Planning & Control Lead (PP&C-L) |  | 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 PP&C 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 PP&C activities:   + Scheduling of the maintenance work ahead, to ensure that it will not adversely interfere with other work as regards the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities.   + During maintenance work, support with organising maintenance teams and shifts and provide any other necessary support to ensure the completion of maintenance without undue time pressure.   + Interaction with Procurement & Supply Chain to ensure timely availability of all parts requirements, including any pre-kitting requirements, for all maintenance inputs   + Accommodation / Hangar availability, including appropriate environmental conditions for specific maintenance tasks – Access, Lighting, Heating, etc…   + Effective Man-hour estimation, planning and availability, including specific trade requirements, to ensure and assure on-time maintenance completion   + Scheduling critical maintenance tasks during periods when staff are likely to be most alert – Taking Human Factors into consideration at all times   + Creating / raising of Work Orders, Staged Worksheets, Independent Checks, etc… for all scheduled maintenance, including AD’s, SB’s, Repairs, Aircraft & Component Storage, In-storage maintenance, etc…   + Creating and managing of detailed Base Maintenance Input Plans, including ensuring and assuring that such inputs remain on schedule through effective stakeholder engagement, i.e., Daily and Weekly progress meetings and associated reporting.   + Special Tooling requirements   + Coordination with internal and external suppliers, etc…   + Responsible to ensure the on-time execution of all scheduled and out-of-phase aircraft maintenance, including AD’s, SB’s, Modifications, Repairs, etc…, in accordance with the aircraft approved maintenance programmes.   + Responsible for attending and supporting the following meetings:     - All Planning Meetings     - Base Maintenance Pre-Input Meetings   + Providing out-of-hours Maintenance Watch capability * Accurate recording all relevant PP&C 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 PP&C 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 PP&C Functional tasks and responsibilities. * Financial performance – Efficient, effective, and on-budget delivery of all PP&C Functional tasks and responsibilities. * Efficient and effective Internal & External Customer management and engagement. * **CMP Function Expertise & Consultancy** * Providing a focal point for Production Planning & Control 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 Aviation Production Planning & Control principles and practices – Extensive proven experience in a similar role – **Required** * 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** * 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   + Extensive, relevant, and proven Production Planning & Control 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. * 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) PP&C activities * On-time and on-budget delivery of all PP&C 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_