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| **Job Title** |
| Deputy Head of Training and Standards (DHOTAS) – Aviation |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| HOTAS |  | HOTAS |  |

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| **Role Purpose** (position scope) |
| The Deputy Head of Training and Standards (DHOTAS) will be based at a Draken (Europe) operational base, located either at Bournemouth International Airport (BOH) or Teesside International Airport (TIA).They will:* Support the Head of Training and Standards (HOTAS) in fulfilling the duties outlined in OMA 1.3.14.
* Assist HOTAS in managing training activities across both the Approved Training Organisation (ATO) and the Air Operator Certificate (AOC).
* Undertake training-related projects independently, as directed by HOTAS.
* Authorise course completion certificates and other training records for training delivered in accordance with the approved Operations Manuals.
* Issue Training Notices, with the following exceptions:
	+ May not approve deviations from published training programmes unless explicitly permitted in OM-D or the ATO Training and Operations Manual.
	+ May not approve changes to training policy or procedures.
* Provide guidance and support to Fleet Training Managers, Chief Flying Instructors (CFIs), and Chief Theoretical Knowledge Instructors (CTKIs) in the planning and development of training programmes.
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| **Key Responsibilities** |
| 1. **Operational**
* Ensure all crew training is conducted in full compliance with applicable internal and external regulations.
* Promptly report any regulatory breaches to the Head of Training and Standards (HOTAS).
* Develop and maintain a rolling training plan, projecting at least six months ahead and incorporating required training for all fleets.
* Liaise with relevant internal and external agencies and personnel to coordinate the execution of training programmes and the management of aircrews.
1. **Additional**
* Continuously seek and implement improvements in training documentation to enhance efficiency and effectiveness.
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| **Key Deliverables** |
| The Deputy Head of Training and Standards (DHOTAS) plays a vital role in maintaining the operational effectiveness of our expanding aircraft fleet. Working closely with the Head of Training and Standards (HOTAS), the DHOTAS is responsible for the meticulous planning and organisation of crew training. This ensures that all crewmembers maintain their qualifications and recency, thereby safeguarding uninterrupted operational capacity. |

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| **Core Skills** |
| **Qualifications and Experience*** Minimum of 3 years’ experience as an operating crewmember within an aviation environment (essential).
* Minimum of 3 years’ experience in a management role within a regulated industry (essential).
* Strong academic background, typically to A-Level standard or equivalent (essential).
* Sound knowledge of UK CAA crew training regulations (essential).
* Proven track record in managing change effectively (essential).
* Security Clearance (SC) (essential).
* Exposure to both military and commercial aviation sectors (desirable).

**Skills and Behaviours*** Highly numerate with strong analytical skills.
* Self-motivated and proactive, with excellent interpersonal abilities.
* Proficient in Microsoft Office Suite, particularly Word, Excel, and PowerPoint.
* Able to work independently with minimal supervision.
* Continuously seeks innovative ways to improve training processes and overall business performance.
* Effective verbal and written communicator, with the ability to tailor communication style to suit diverse audiences.
* Energetic and resilient, capable of working under pressure and meeting tight deadlines.
* Articulate and able to build credible, trusting relationships across the organisation.

**Communication and Knowledge Sharing*** Communicates complex concepts and processes effectively using a variety of styles, tools, and techniques.
* Shares information, best practices, and expertise to support team and organisational development.
* Presents well-reasoned and persuasive arguments to influence and engage stakeholders.
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| **Key Measures** |
| **Effective Training Planning*** Success in this role will be demonstrated by the ability to plan and coordinate training programmes that prevent any breaks in qualification or currency for company crewmembers, thereby maintaining full operational readiness.

**Project Delivery*** A further measure of success will be the timely and effective delivery of special projects assigned by the Head of Training and Standards (HOTAS), ensuring they meet defined objectives and contribute to continuous improvement.
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| **Manager Name** | **Signature** | **Date** |
|  |  | Click or tap to enter a date. |