**Job Title: CAMO Maintenance Planning Lead (CMP-L)**

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| **Role Purpose (position scope)** |
| The CAMO Maintenance Planning Lead (CMP-L) reports to the Continuing Airworthiness Manager – Fixed Wing (CAM-FW) and is responsible for leading the CAMO Maintenance Planning (CMP) Function, 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** |
| * Continuing Airworthiness Manager – Fixed Wing (CAM-FW) | * Operations Manager – Continuing Airworthiness (OM-CA) | * CAMO Maintenance Planning Engineers (CMP-E) | 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 * Ensuring that the CAMO Maintenance Planning (CMP) Function always complies with all applicable Aviation Regulations. * Ensuring that the CMP Function only performs continuing airworthiness management 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. * Ensuring that the CMP Function performs and/or assures 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 and chairing of all 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 * Ensuring that the CMP Function have available, and use, the necessary equipment, software, and relevant resources to deliver the approved scope of work. * Ensuring that all CAMO Maintenance Planning activities are accurately recorded, and records are maintained 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. * Performing technical investigations in support Safety Occurrence Report Management. * Ensuring that a robust First and Second Line of Defence Compliance (Quality) monitoring system is always maintained within the CMP Function. * Supporting the CAM-FW with the management of 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   + Ensuring that the CMP Function always complies with all applicable International Standards.   + Ensuring that Risk Assessments are in place, maintained up to date, and used for all CMP Function related tasks where the safety of personnel may be at risk.   + Ensuring that the CMP Function always applies safe systems of work. * **CMP Function Personnel Management** * Effective, efficient, and proactive management of the CMP Function. * Ensure all CMP Function personnel are adequately equipped, trained and competent with respect to their roles and responsibilities. * Driving, ensuring, and assuring an enhanced safety (operational and SHE) and compliance culture across the CMP Function. * Drive a culture of excellence across the CMP Function, by coaching, mentoring, motivating and actively engaging with personnel to achieve individual and business objectives. * Drive a culture of continuous improvement across the CMP Function. * Identify and develop goals for CMP Function, nurturing, engaging, and developing talent. * Manage and undertake succession planning, building resilience and depth within the CMP Function. * **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** * Expert knowledge of commercial CAMO Maintenance Planning 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** * 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   + Extensive, relevant, and proven CAMO Maintenance Planning experience * Relevant Aircraft (Airframe & Engine) Type Training or General Familiarisation Training – **Advantageous** * Tertiary level Business and/or Management Qualification – **Advantageous** * Able to hold an 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) 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 a competent workforce across the CMP Function * Ensuring staff welfare, morale and ethical behaviour is always maintained across the CMP Function * Always maintaining effective communication and engagement across all levels |

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

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

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