

Job Title: Compliance Auditor – FWMAS Operations

Role Purpose (position scope)
The Compliance Auditor – FWMAS Operations is part of the Flight Operations organisation team responsible for ensuring/assuring compliance. The role is required to support the AOC Compliance Monitoring Manager (CMM) in the coordination and delivery of flight operations compliance-related activities primarily for the FWMAS contract but extending to other areas of the business, where necessary. The role provides direct support to the CMM to carry out compliance audits and duties, both independently and as directed, to ensure compliance with the regulatory requirements of the UK CAA (and other regulatory bodies) and with internal processes and procedures. The role may be required from time to time to support the Ops Control team on FWMAS duties, where priorities and time allow.

Line Manager	Dotted Line	Direct Reports	Dotted Line
AOC Compliance Monitoring Manager	N/A	N/A	N/A

Key Responsibilities
<ul style="list-style-type: none"> • Supporting the CMM in ensuring regulatory and internal compliance within the AOC & Part SPO Declaration. • Developing audit checklists based upon internal documented procedures and a combination of UK CAA and other regulatory requirements. • Implementing the AOC Compliance audit programme, including the management and completion of audits and the production of audit reports. • Acting as lead auditor for audits on behalf of the CMM to ensure compliance against applicable aviation regulations, in particular UK CAA 965/2012 (Air Operations), 1178/2011(Aircrew) and CAP 632 (Permit-to-Fly Ex-Military aircraft). • Monitoring internal and external findings through to closure within agreed timeframes including assessing acceptability of root cause analysis, corrective and preventative actions. • Continually reviewing and improving compliance processes, systems and output. • Liaising with and assisting with facilitating audits conducted by the UK CAA and other third parties. • Proactive communication and feedback with the CMM to ensure a harmonious, complete internal compliance programme is monitored and completed in a timely manner. • Providing written reports and data analysis for high level compliance monitoring. • Management of compliance management tools (SMS Solution, SharePoint). • Liaising with internal stakeholders to ensure transparency of compliance throughout the organisation. • Ad Hoc / Out-of-Hours work during urgent / unforeseen business requirements. • Domestic / International travel, as required. • Any other duties that are reasonably requested by management within the capability of the incumbent.

Core Competencies

Desired Experience & Qualifications

- Experience in the aviation industry, preferably within the special mission and/or defence segment.
- Knowledge of flight operations.
- Specific knowledge of the UK CAA, ICAO and other relevant regulatory structures and documentation, in particular: Part-ORO, Part-CAT, Part-SPA, Part-SPO, and Part-FCL.
- Knowledge of compliance systems.
- Auditing experience.

Personal Skill & Attributes

- Self-motivated, assertive, resilient when challenged.
- Strong attention to detail with an ability to articulate issues in a structured way.
- Excellent IT and communication skills, both written and oral to enable the preparation, analysis and delivery of information at all levels of the organisation.
- Good organisational and time management skills, with the ability to achieve deadlines.
- Excellent team player, with the ability to quickly and effectively prioritise workload to adapt to a rapidly growing and changing business.
- Maintain high levels of integrity, work ethic and confidentiality and use discretion appropriately.
- Solution focussed, practical individual who is prepared to continuously improve personal and departmental processes and systems.

Key Measures

- Conducting audits as allocated by the CMM.
- Compliance with OM Part A Chapter 3.7 and Local Procedures Section 4.
- Accurate maintenance of compliance records required by regulation.
- Effective and supportive working relationships with Nominated Persons.
- Monitoring of external and internal findings through to closure.