**Job Title: Compliance Auditor (Aviation)**

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| **Role Purpose (position scope)** |
| The Compliance Auditor (Aviation) is part of the Flight Operations organisation team responsible for ensuring/assuring compliance. The role is required to support the Compliance Monitoring Manager (CMM) in the coordination and delivery of flight operations compliance-related activities for Draken Europe. 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, other regulatory bodies and internal processes and procedures.  |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| Compliance Monitoring Manager (Aviation) | N/A | N/A | N/A |

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| **Key Responsibilities** |
| * Supporting the Compliance Monitoring Manager in ensuring regulatory and internal compliance within Flight Operations, Ground Operations, Crew Training, Approved Training Organisation (ATO) and CAMO (Continuing Airworthiness Management Organisation).
* 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 Compliance Monitoring Manager to ensure compliance against applicable aviation regulations, including but not limited to 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.
* Delivering internal auditor and compliance training courses including auditing techniques and root cause analysis.
* Creating and updating compliance documentation relating to the AOC, ATO, existing contracts and future bids.
* 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 Compliance Monitoring Manager 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 (AQD, Q-Pulse, 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.
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| **Core Competencies** |
| Desirable Experience & Qualifications* Aviation industry experience, preferably within the special mission and/or defence segment.
* Specific knowledge of the UK CAA, ICAO, and other relevant regulatory structures and documentation, in particular UK Reg 965/2012 (Air Operations), UK Reg 1178/2011 (Aircrew).
* Understanding of Safety Management Systems (SMS) and Compliance Monitoring Systems (CMS).
* Experience conducting audits in a regulated environment.
* Familiarity with aviation compliance software tools.

Personal Skill & Attributes* Proactive, confident, and resilient, with the ability to operate independently and assertively in dynamic and challenging situations
* Exceptional communication skills, both written and verbal, with the ability to prepare, analyse, and present information effectively across all levels of the organisation.
* Strong IT proficiency, with the ability to quickly adapt to new systems and technologies.
* Excellent organisational and time management abilities, with a proven track record of meeting deadlines and managing competing priorities.
* Collaborative team player, capable of prioritising tasks effectively and adapting to the demands of a fast-paced, evolving business environment.
* High standards of integrity, professionalism, and discretion, with a strong work ethic and commitment to confidentiality.
* Ability to obtain and hold a SC Level security clearance.
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| **Key Measures** |
| * Conducting audits as allocated by the CMM.
* Compliance with OM Part A Chapter 3.7 and Local Procedures.
* 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.
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