

## JOB DESCRIPTION

<b>Job Title</b>	<b>Flight Operations Inspector- Helicopter</b>
<b>Directorate</b>	Civil Aviation Directorate
<b>Grade</b>	Personal Contract - Salary is based on experience and qualifications and in line with the salary package for Non Collective Agreement Grades
<b>Report To</b>	DGCA and Unit Heads
<b>Direct Subordinates</b>	n/a

## MAIN JOB PURPOSE

The Flight Ops Inspector Helicopters is responsible to the DGCA and Unit heads on matters related to air transport operations, specifically in determining and reporting upon the level of operational safety of the holders of Air Operator Certificates by means of inspections and surveillance.

## MAIN DUTIES & RESPONSIBILITIES

Key Responsibilities	Key Elements
<b>Core Areas</b>	<ol style="list-style-type: none"> <li>1. Conducting routine station facility, ramp and base inspections, and any other form of inspection or check considered necessary.</li> <li>2. Conducting routine flight checks during normal line operations and ensuring flight operation procedures are carried out in accordance with the operator's operations manual and comply with all relevant legislation;</li> <li>3. Continuously reviewing operator's documentation including operations manuals, training manuals and all other instructions to operating staff;</li> <li>4. Observing flight crew training, monitoring standards and ensuring training is carried out in accordance with the operator's training manual and complies with all relevant legislation;</li> <li>5. Ensuring that all required forms and reports are completed and submitted without delay;</li> <li>6. Ensuring that holders of Air Operator Certificates are aware of any deficiencies found during inspection, and following up on the remedial action taken;</li> <li>7. The examination of persons nominated by operators for appointment as authorised examiners;</li> <li>8. Observing and reporting upon authorised examiners conducting flight crew proficiency checks, including the issue of initial and recurrent approval;</li> </ol>

Key Responsibilities	Key Elements
	<p>9. Approving and monitoring operators' schemes for the prevention of fatigue in aircrew;</p> <p>10. The inspection and approval of emergency procedures trainers and the persons who control them;</p> <p>11. Liaison with operators on SPO activities</p> <p>12. The initial vetting of Mandatory Occurrence Reports insofar as Flight Operations are concerned;</p> <p>13. Providing advice and assistance on Helicopter/ matters as required;</p> <p>14. Exercising delegated authority and powers of an authorised person under the applicable articles of the Air Navigation Order;</p>
<b>Internal Relations</b>	<p>15. To establish a good working relationship with other Units and Directorates;</p> <p>16. To provide the necessary assistance to other Units in pursuance of the overall efficiency and effectiveness of the Directorate as a whole;</p>
<b>External Relations</b>	<p>17. To take responsibility for general matters related to the area of responsibility;</p> <p>18. To provide a high level of customer service and support throughout;</p> <p>19. To ensure effective and transparent communication throughout;</p> <p>20. To consult with third parties as may be required, to identify improvements that can be made in the Directorate;</p>
<b>Personal Development</b>	<p>21. To be conversant with the area of specialization and seek ways of keeping abreast with developments in the role and associated tasks;</p> <p>22. To attend local and foreign meetings, seminars, training programmes and conferences as required;</p>
<b>Other</b>	<p>23. To perform any other reasonable duties as may be assigned from time to time;</p> <p>24. To perform such other duties, compatible with the post, as may be assigned by the Director General for Civil Aviation from time to time.</p>

Tasks and duties of the job holder are not limited to the above listed and employee may be required to assist other employees/departments or requested to perform other/different duties from time to time as the need may be.

### Key Decision Making Areas

- Day-to-day operational decisions.

### Key Performance Indicators (KPIs)

- Timely inspections and audits;
- Attainment of set objectives;
- Effective allocation of resources;
- Quality of service in the day-to-day operations;
- Internal customer satisfaction;
- Staff satisfaction and performance.

### PERSON SPECIFICATION - *The qualifications, experience, skills and other attributes required by the job holder.*

#### Essential

- Holds or has recently held, and EASA CPL (H) or ATPL (H) licence; and
- Has in excess of (3000 Helicopters) operating experience in command of a commercial helicopter ; and
- Has or has held an unrestricted TRI/TRE and has Management experience in a role commensurate with the post.
- Previous operational management experience.\*
- Has a clean police conduct.
- Has unrestricted freedom of movement and willing to travel at short notice.

*\*Experience in operational management refers to previous appointments in functions of organisational relevance (not limited to nominated persons functions), in any of the areas below:*

- (1) flight operations and operational control;*
- (2) flight crew training; and*
- (3) management system.*

**or**

- Have at least five years experience as a Flight Ops Inspector Helicopters within an EASA Civil Aviation Authority;

#### Desirable experience;

- Knowledge of Safety Management Systems as applied within the aviation industry.
- An appreciation of CRM and Human Factors issues as they relate to flight operations..

- Experience in FTSD regulatory approval.
- Knowledge and experience on fixed wing aircraft
- Experience in Compliance
- Experience in Initial Certification of AOCs

**Personal Attributes:**

- Excellent written, oral and inter-personal communication skills;
- A good knowledge of EU and International Regulations and Standards;
- A good understanding of the International and European regulatory framework and rulemaking activities such as those of ICAO, EU, EASA etc;
- Ability to work in a team;
- Meticulous and analytical;
- Good interpersonal skills;
- High personal integrity;
- Flexible to travel extensively and at short notice.