



Job Description

1. JOB DETAILS:

Position Title:	Safety & Compliance Monitoring Manager - SCMM
Reports to:	Accountable Manager
Department:	Safety & Compliance
Prepared / Revised on:	March 2021

2. JOB PURPOSE:

The SCMM is nominated by the Accountable Manager and is responsible for the development, administration and maintenance of an effective management system, while being the focal point for Safety and Compliance Management. His role is to ensure that the activities of Alliance Executive Jets under the *Air Operator Certificate (AOC)* and *Continuing Airworthiness Management Organisation (CAMO)* approvals held are monitored for safety and compliance with the applicable regulatory requirements, together with any additional requirements established Alliance Executive Jets, and that these activities are being conducted properly under the supervision of the relevant nominated person. However, he is independent from the applicable responsible persons and solely responsible to the Accountable Manager.

He has direct access to the Accountable Manager as well as all nominated persons. He is able to demonstrate relevant knowledge, background and appropriate experience related to the activities of the operator in general and specifically in Safety and Compliance Monitoring. The SCMM is a Safety Review Board member and has access to those parts of Alliance Executive Jets and, as necessary, any subcontractor's organisation that are of direct relevance to operation and airworthiness of aircraft, training of personnel and or safe and secure operation.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	1
	Total:	1

4. KEY ACCOUNTABILITIES:

- Facilitates and conducts hazard identification, risk analysis/risk assessments on new developments, procedures, processes, areas and airports of operation and suggests risk management and mitigation strategies;
- Monitors the implementation of actions taken to mitigate risks, as listed in the safety action plan;
- Provides periodic routine reports and analyses on occurrences, and reports on safety performance;
- Ensures maintenance of safety management documentation and promulgation throughout Alliance Executive Jets
- Ensures that there is safety management training available and that it meets acceptable standards;
- Provides advice on safety matters;
- Develops and maintains the Occurrence Reporting Programme;
- Measures Management system performance, by identifying and reporting on Safety Objectives and associated performance indicators.

4. KEY ACCOUNTABILITIES:

- Coordinates accident and incident investigations, participates, in case of a major accident, in an ICAO Annex 13 investigation and:
 - Gives regular feedback to the Accountable Manager about the progress of the investigation;
 - Prepares investigation reports, ensures feedback to applicable departments and management;
 - Issues to responsible departments recommendations as a result of the investigation;
 - Monitors and judge corrective actions to recommendations;
- Stays up to date on relevant knowledge concerning flight safety, for example manufacturing documentation on flight safety and Alliance Executive Jets documentation on relevant flight safety procedures;
- Advises Flight Operations about flight safety issues based on trend analysis on internal or external reports;
- Maintains a network on information provision by cooperating with other airlines, aircraft manufacturers, government authorities and other organizations linked to flight safety;
- Reports occurrences to TM-CAD as required by legislation and TM-CAD instructions.
- Responsible for the FDM Programme assisted by a Flight Safety Officer.
- Delegates duties to and supervises the Flight Safety Officer.
- Consults with Aviation Safety bodies;
- Monitors, by conducting the Compliance Monitoring Program, the continued compliance with the applicable instructions and procedures, standards, and the adequacy of the standards, raising audit findings when compliance deficiencies are identified.
- Is responsible for ensuring that the compliance monitoring programme, including but not limited to audit planning, is properly implemented, maintained and continually reviewed and improved.
- Prepares audit plans and conducts audits any time that he considers necessary and acts, when required, as a Lead Auditor on scheduled, special purpose or follow-up audits;
- Reports on Compliance Monitoring program results
- Advises the Accountable Manager on company compliance assurance matters;
- Consults with the Authority on compliance oversight and compliance assurance issues;
- Publishes and updates the Management System Manual;
- Defines and stipulates the compliance assurance standards according to applicable regulatory requirements as well as continuously develops the Compliance Monitoring systems according to the goals of the Accountable Manager;
- Tracks the application of corrective and preventative measures, and assesses the effectiveness and suitability of these measures;
- Evaluates procedures on a regular basis regarding airports, flight routes, flight procedures in cooperation with the Flight Operations Manager and Ground Operations Manager;
- Monitors regulatory developments and provides the management team with clear, concise synopsis of relevance of any such regulation changes;
- When delegating duties, ensures that individuals are qualified and competent to conduct the duties assigned to them;
- Prepares and manages the departmental budget.



5. FRAMEWORKS, BOUNDARIES, & DECISION-MAKING AUTHORITY:

Operates independently while under the general direction of the Accountable Manager in respect of the Company's Safety and Compliance Management Obligations.

6. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

- Degree Level of Education or professional qualification equivalent.
- Lead Auditor Qualification
- Knowledge of Human Factors In Aviation

Minimum Experience:

- 5+ years of current working experience in the aviation industry at supervisory or managerial level with exposure to operations and continuing airworthiness disciplines of which
- 1+ years of experience as a lead auditor in the aviation industry and
- 1+ years in a similar role

Job-Specific Skills:

- Excellent verbal and written English.
- Report writing and production
- Proficient in use of Office 365
- Proficient in use of Aviation Management System Software (Centrik/Qpulse/IQSMS)
- Analytical approach and an attention to detail

7. COMPETENCIES:

Technical Skills

- Regulatory Knowledge – Level 4
- Risk Assessment – Level 3
- Auditing – Level 4

People Skills

- Communication & reporting – Level 3
- Collaboration & partnering – Level 3
- Influencing Others – Level 4

Level 1 – Foundational, Level 2 – Intermediate, Level 3 – Advanced and Level 4 - Expert

8. APPROVAL:

Accountable Manager

Signature