

Job Title: Head of Design Organisation (HDO)

Ref: FRAH 079-07-10 Rev 4

Role Purpose (position scope)

The Head of Design Organisation reports to the VP Engineering and is responsible for the professional leadership of the Initial Airworthiness Design Office, direct reporting staff and associated support staff, in accordance with all applicable aviation regulations and international standards.

The Head of Design Organisation provides both strategic business leadership as well as operational accountability for the delivery of services undertaken by the Design Office. Working through Initial Airworthiness Managers, the Head of Design Organisation is responsible for delivering business objectives through planning and directing the activities of multiple teams of engineers.

Holding all the design related Accountable Manager (CEO) posts and Head of Design Organisation, the Head of Design Organisation is responsible to ensure the correct resources are made available and the proper functioning of the design organisations (civil and military), undertaking the binding statements and obligations.

Required roles include:

- CAA Part 21J
 - Chief Executive (Accountable Manager)
 - Head of Design Organisation (Nominated Post Holder)
 - Flight Conditions and Permit to Fly approval signatory
 - Compliance Verification Engineer
- CAA A8-21 Design and A8-9 Flight Test
 - **Noting that this DOA is the listed Design Authority for the UK registered L159s.**
 - Accountable Manager
 - Head of Design Organisation (Nominated Post Holder)
 - Flight Conditions and 'B' Conditions approval signatory
 - Compliance Verification Engineer
- MAA DAOS (including CDO)
 - Chief Executive (Accountable Manager)
 - Head of Design Organisation (Nominated Post Holder)
 - Compliance Verification Engineer
- CAA A8-25 (CAMO) Nominated Person (ref. L159 aircraft importations)

Line Manager	Dotted Line	Direct Reports	Dotted Line
VP Engineering		DOA: <ul style="list-style-type: none"> • Senior Engineering Manager (Airworthiness) • 'Programme' IPT Airworthiness Lead • Technical Pubs Author • DO Project Coordinator CDO: <ul style="list-style-type: none"> • Airworthiness Manager 	

Key Responsibilities

Responsibility & Ownership

- All Nominated Post Holder positions to report to the HDO (per regulation) either direct or dotted line.

- Applicable Aviation Regulation Regulators, but not limited to:
 - UK CAA (DOA)
 - UK MAA (DOA, DAOS and DAOS-CDO)
- 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 all areas under the responsibility and ownership of the Design Office complies with all applicable Aviation Regulations and International Standards at all times.
 - DOA
 - DAOS
 - DAOS-CDO
- Ensuring that all Regulatory Expositions, including all relevant mandatory and/or supporting procedures and other relevant documentation are maintained up to date and to best industry standard.
- Ensuring that robust First and Second Lines of Defence Compliance (Quality) monitoring system is maintained at all times across all areas under the responsibility and ownership of the Design Office.

Design Office Personnel Management & Coordination

- Ensuring effective, efficient, and proactive guidance and support to the Design Office Direct Reporting Team and supporting other departments as requested.
- Ensuring all Design Office Direct Reporting Personnel are adequately equipped, trained and competent with respect to their roles and responsibilities.
- Across all areas under the responsibility and ownership of the Design Office.
 - Driving, ensuring, and assuring an enhanced safety (operational and SHE) and compliance culture.
 - Drive a culture of excellence by active coaching, mentoring, motivating and active engagement to achieve individual and business objectives.
 - Drive a culture of continuous improvement.
 - Drive a culture of unquestionable, ethical, and professional behaviour.
 - Identify and develop personnel goals, nurturing, engaging, and developing talent.
- Manage succession planning, building resilience and depth across the Director Initial Airworthiness Direct Reports and all areas under the responsibility and ownership of the Design Office.

Business Management

- Operational performance – Driving and supporting the efficient, effective, and on-time delivery of the Design Office projects.
- Financial performance – Driving and supporting the efficient, effective, and on-budget delivery of the aircraft modifications, repairs, maintenance support and contractual delivery KPI's.
- Supporting with efficient and effective Internal & External Customer management and engagement.
- Change Management – Driving and supporting efficient, effective, ethical, and sustainable change management programs.
- Contract & Commercial Bid Activity – Providing support and expertise during contract and commercial bid activity.
- Procurement & Supply Chain – Providing support and guidance to the Head of Procurement & Supply Chain, ensuring compliant aircraft parts procurement during change to type design or repair programs.

Aviation Engineering Expertise & Consultancy

- Providing a focal point for all VP Engineering's Direct Reports, and other departments, for advice, support and guidance regarding aviation regulatory initial airworthiness requirements, process and procedure development, etc...

Special Conditions

- Deputising for the Head of the Office of Airworthiness (SEngMA) in times of absence.
- Ad Hoc / Out-of-Hours work during urgent / unforeseen business requirements.
- Domestic and International travel, as required.
- Any other reasonable duties which may requested that falls within the scope and/or capability of the incumbent.

Core Competencies

Experience & Qualifications:

- Expert knowledge of Commercial Aircraft Management principles and practices – Extensive industry related and proven experience in a similar role – **Required**
- Expert theoretical and practical application-level knowledge of CAA/EASA and Military Aviation Regulations (Part 21, DAOS, Part 145) – **Required**
- Practical application-level knowledge of ISO 9001, ISO 45001 & ISO 14001 as applicable in the aviation environment – **Required**
- Practical application-level knowledge of Safety Management System principles and requirements as applicable in the aviation environment – **Required**
- Demonstrable people and cultural change management experience – **Required**
- Engineering Degree – **Required**
- Postgraduate level Business and/or Management Qualification – **Advantageous**
- Able to hold the Regulatory Accountable Manager / CEO responsibility for DOA, DAOS and DAOS-CDO – **Required**
- Able to hold a Security Check (SC) level security clearance – **Required**
- Able to hold a Developed Vetting (DV) level security clearance – **Required**
- Significant and wide-ranging experience as a Compliance Verification Engineer (CVE) – **Required**
- A Fellow of a Professional Engineering Institution (e.g., Royal Aeronautical Society) – **Advantageous**
- A Chartered Engineer (CEng) registered with the (UK) Engineering Council – **Advantageous**
- Practical application-level knowledge of the Company's technology use and services delivered – **Advantageous**

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.



Key Measures

- Assuring on-time and on-budget delivery of Design Office projects – no compromise to safety and/or compliance.
- Assuring contractual KPI's are achieved.
- Assuring compliance against all applicable Aviation Regulatory and International Standard requirements at all times.
- Assuring a competent workforce across all areas under the responsibility and ownership of the Design Office.
- Assuring staff welfare, morale and ethical behaviour is maintained across all areas under the responsibility and ownership of the Design Office.
- Assuring the continuous delivery of high quality (technically, aesthetically, compliant and safe) products across all areas under the responsibility and ownership of the Design Office.
- Assuring effective communication and engagement across all areas under the responsibility and ownership of the Design Office.

Job Holder: _____ Signed: _____

Manager: _____ Signed: _____

Date: _____