**Job Title: Aviation Safety Advisor Operations - Teesside**

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| **Role Purpose (position scope)** |
| The Aviation Safety Advisor Operations – Teesside acts as the Aviation Safety focal point at Draken’s Teesside Main Operating Base. Reporting directly to the Bournemouth Based Aviation Safety Manager, the role provides a critical interface between the Aviation Safety Team and operational delivery elements at Teesside – the aim being to better enable the Safety Team’s ability to deliver operationally relevant, credible, timely, detailed and accurate SMS outputs into the operational space, and ultimately provide an improved level of Safety Assurance to the AOC Accountable Manager. Whilst Flight Operations focussed, the role is expected to form strong working relationships with other functions based at Teesside (Maintenance, CAMO, Design Office) |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| Aviation Safety Manager | N/A | N/A | N/A |

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| **Key Responsibilities** |
| Safety Management System Responsibilities* Act as Aviation Safety Focal Point for the Teesside operation.
* Providing Flt Ops SME support to the Aviation Safety Team.
* Providing Flt Ops SME input into Hazard Identification and Risk Assessment activity to ensure that all risks are managed to an acceptable level.
* Providing Flt Ops SME input into, and leading production of, operational Safety Cases and Aviation Safety Risk Assessments.
* Acting as a Safety Team focal point for AOC Management of Change activities.
* Providing support in the development of safety manuals, procedures, and other relevant documentation.
* Providing support for Safety Management training as required.
* Providing Flt Ops SME support to Safety Investigations.
* Promote, develop, and assure the Company’s Safety Culture within the Teesside operation.
* Act as Safety Team’s Flt Ops SME at Safety Meetings (Safety Review Boards (SRB), Safety Action Groups (SAGs), Occurrence Review Meetings (ORMs) and Daily Risk Assessment Meetings (DRAMs)) and assist with the facilitation/running of these meetings as required.
* Act as a Focal Point for Flt Safety Officers, ensuring standardisation across fleets.
* Feeding into and assisting to drive the further development of Flt Ops related risk management tools/artefacts (eg Bowties).
* Producing Safety Promotion material as required.
* Chair post-investigation Event Review Groups where required.
* Act as the Emergency Response focal point for the Teesside operation.
* Conduct Aviation Safety Assurance visits as required.
* Represent Draken at airport and regional Aviation Safety forums.
* 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** |
| Experience & QualificationsGeneral:* Operational military/civil flying (or equivalent – eg ATC, FC, ABM) experience.

Safety Management:* Experience of working in a Safety Management Team or Flight Safety Organisation.
* Experience of developing, implementing, and conducting Safety Assurance activities.
* Sound knowledge of Aviation Safety Management principles and practices.
* Experience in the conduct of Hazard Identification, Risk Assessment, and production of Safety Cases.
* Sound working knowledge of Aviation Safety Regulations.
* Experience in delivering Safety Management (or similar) training.

Personal Skill & Attributes* Self-motivated, assertive, resilient with the ability to hold their own.
* Confident and forward-facing with the ability to interface across the Teesside operation.
* Excellent IT and communication skills, both written and oral to enable the effective preparation, analysis and delivery of information to best meet business requirements.
* Experienced in presenting information, written and verbal, throughout 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.
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| **Key Measures** |
| * Implementation of a functioning Flt Ops Safety Assurance programme.
* Production and management of Flt Ops related SMS artefacts to meet Accountable Manager requirements.
* Effective facilitation of Safety Meetings and Safety Management activity.
* Effective trend monitoring of matters relating to operational safety.
* Objectives set during annual Personal Development Review (PDR).
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Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_