1 Job Title: Assistant Director Air Traffic Management (ATM), Aerodromes and Security Standards

2 Division: Safety Regulation

   Department: ATM, Aerodromes and Security Standards

3 Reports to: Director Safety Regulation

4 Direct Reports: Manager Aerodromes
   Manager Air Navigation Services
   Manager Security Standards

5 Job Purpose: Manage and ensure safety oversight of civil aerodromes, air traffic services in Ireland and Irish airspace and the provision of certain aspects of aviation security regulation.

6 Main Duties and Responsibilities:

- Manage entry control by granting:
  - approvals to individuals within the aerodrome and airspace system to carry out specific activities;
  - certificates to organisations or individuals for the provision of services, equipment, products and parts, facilities, procedures or systems, etc. for use within the civil aviation system; and
  - ensuring that individuals have the ability to safely exercise the privileges of an air traffic controllers license and associated ratings (and having satisfied the medical requirements may be granted a license and associated ratings).

- Advise the Director SRD on matters concerning the designation of airspace for particular use.
- Manage surveillance of the aerodromes and airspace systems (i.e. international and domestic aerodromes both public and private, ANS providers including aerodrome air traffic control, air traffic control officers, etc.) to ensure that participants comply with the required safety standards. This includes: audits, spot checks, inspections, periodic meetings with operators, collection and analysis of data, and liaising with the industry.
- Manage the provision of information and support to aerodromes, ANS providers, aerodrome and airspace users, etc. concerned with the operation of aerodromes and ANS, et al for the purposes of: clarification, policy announcements, technical information, accident information, etc. support includes giving advice on regulations and standards.

- Manage corrective action (i.e. administrative and if necessary legal measures) to ensure that aerodromes and ANS providers, etc. comply with the required standards.

- Advise the Director on exit control for all certificate holders (i.e. organisations), approvals and license holders (i.e. individuals) involving services, equipment, products, parts, facilities, procedures or systems on matters regarding the:
    - variation
    - suspension
    - revocation, or
    - disqualification of a certificate or license; as well as on the detention of an aircraft, equipment, products or parts; and, ensure exit control over those voluntarily leaving the system.
- Maintain an ongoing analysis of aerodrome operations and the airspace system to determine flight safety trends.
- Advise the Director on specific or general matters relating to aerodromes and airspace.
- Ensure the provision of technical advice in the development of aerodrome, AIS and airspace safety standards and in the development of rules and regulations.
- Ensure the maintenance and preservation of records and documents relating to aerodromes, ANS and airspace for recording in the Civil Aviation Document Register as appropriate.
- Ensure the provision of technical advice and support for the investigation of accidents and incidents.
- Maintain liaison with appropriate international organisations, equipment manufacturers and industry bodies concerned with aerodromes and the management and control of airspace.
- Ensure the effective and efficient management and operation of the ATM, Aerodromes and Security Standards.
- Represent the Director on matters relating to aerodromes and airspace and participate, as appropriate in ICAO, EUROCONTROL, EU Commission, EASA and other international and government committees and working parties, et al.
- Co-ordinate and monitor the implementation of the National Civil Aviation Security Programme.
- Manage entry and exit control of airports and air carriers who apply security controls in the state.
- Manage entry and exit control of entities providing security controls to cargo, airport supplies and in-flight supplies in the state.
- Manage entry and exit control of persons, through a certification process, who implement certain specified security controls.
- Manage entry and exit control of Instructors and EU Aviation Security Validators. Manage the surveillance of the civil aviation system to ensure that participants (i.e. airlines, aircraft operators, aerodromes, ANS providers, etc) comply with the required safety standards by coordinating the oversight activities of each of the departments.
- Implement the Authority's Performance management System, providing direction, guidance and motivation to direct reports and dealing with employee relations issues.
- Implement and monitor effective two-way communication, including Team Briefing.
- Manage health and safety issues in accordance with the company's safety statement.
- Monitor, maintain and develop ISO 9001:2015 quality standards.
- Ensure equality of opportunity for all employees in area of responsibility in accordance with company equality policies

THESE DUTIES AND RESPONSIBILITIES ARE NOT EXAUSTIVE. OTHER ITEMS OR DUTIES MAY BE ADDED OR VARIED FROM TIME TO TIME AT THE DISCRETION OF DIRECTOR SAFETY REGULATION.

7. **Relationships:**

   Internal

   - Other SRD departments
   - ATM Operations & Strategy Directorate
   - Commercial, Technology and Training Directorate
   - Human Resources Directorate
   - Finance Directorate
   - Head of Corporate Affairs
   - Company Secretary / Solicitor
       - Internal Auditor

   External

   - aerodromes
   - air navigation service providers
   - training organisations
   - meteorological services, search and rescue facilities and services
   - individual airlines, air operators, general aviation operators, flying schools, etc.
   - equipment manufacturers
   - industry bodies, aviation sports bodies, etc.
   - Department of Transport, Tourism & Sport and other state bodies, EC
   - Other civil aviation authorities and appropriate international organisations (ICAO, EASA, ECAC, Eurocontrol, etc.).

8. **KSE Requirements**:

   Minimum of :

   - Four years in civil aviation safety regulation,
   - Experience in a position of management;
   - A third level qualification or equivalent of relevance to the position;
   - Sound working knowledge of ICAO, EASA, EU Regulations, EUROCONTROL and other relevant international requirements, including experience in international forums, meetings etc.
   - Sound working knowledge of Irish regulatory requirements and standards.
   - Experience in project management.
   - Sound understanding of aviation safety management systems.
   - Experience of managing technical personnel.
   - Ability to maintain an approachable and professional profile with the industry.

   In addition, the applicant must satisfy at least one of the following;

   A minimum of 10 years as an air traffic controller of which at least 5 years as an active ATCO in a radar control environment; **and** at least two years as an ATC

Instructor; and in addition;

or

An aerodrome operations manager or airport engineer with at least 10 years' experience of which 5 years must be in airport operations and management;

or

A pilot with at least 10 years' experience of which 5 years must be in airline management or the equivalent;

or

Degree or equivalent in a relevant engineering or other discipline with at least 10 years' experience in the civil aviation system;

or

A minimum of 10 years' experience in airport operations with 7 years' experience in the aviation security sector and 2 years working at the international aviation security level

9. Approval:

Signed:_____   Signed:_____

Director Safety Regulation   **Director Human Resources**

Date: March 2016   **Date: March 2016**