**Assistant Director Flight Operations**

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| **1** | **Job Title:** | Assistant Director Flight Operations |
| **2** | **Department:** | Flight Operations |
| **3** | **Reports to:**  | Director of SRD |
| **4** | **Direct Reports:** | Manager Airline StandardsManager General Aviation Standards |
| **5** | **Job Purpose:** | Manage and ensure safety oversight of all aircraft operating within Irish airspace as well as for those of Irish aircraft operating in international airspace. |
| **6** | **Main Duties and Responsibilities:**Manage the Flight Operations Department and ensure its effective and efficient operation.Manage entry control by granting:* approvals to individuals to carry out specific activities within the civil aviation system (e.g. airline check captains, training officer, etc)
* certificates to an organisation or individual for the provision of services, facilities, procedures or systems, etc for use within the civil aviation system; and
* ensuring individuals have the ability to safely exercise the privileges of a pilot licence and associated ratings (and having satisfied the medical requirements may be granted a licence and associated ratings).

Manage surveillance of aircraft operations to ensure that participants (i.e. airlines, aircraft operators) comply with the required safety standards. This includes: audits, spot checks, inspections, periodic meetings with operators, collection and analysis of data, flight checks, route checks, and liaising with the industry.Manage the provision of information and support to aircraft operators 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) is taken to comply with the required standards.Advise the Director on exit control for all certificate holders (i.e. organisations) and licence holders (i.e. individuals) providing airline operations, aircraft, facilities, procedures or systems regarding the:* variation
* suspension
* revocation, or
* disqualification

to a licence or certificate; as well as advising on detaining aircraft; and, ensure exit control over those voluntarily leaving the system.Maintain an ongoing analysis of the aircraft operations to determine flight safety trends.Oversee the management of IAA Safety Occurrence Tracking System (SOTS)Advise the Director on delegations of authority to individuals for exercising powers concerning flight operations within the civil aviation system and monitor the exercise of those delegations.Advise the Director on specific or general matters relating to aircraft operations.Ensure the provision of technical advice in the development of safety standards and in the development of regulations relating to aircraft operations.Ensure the maintenance and preservation of records and documents relating to aircraft operations, Air Operator Certificates, accidents and incidents, etc for recording according to SRD Document Control Policy. (This refers to records and documents regarding particular airlines, operators and individuals. Summaries or complete records, as appropriate, are passed on to the Regulatory Performance and Personnel Licensing Department.)Provide trained FSTD Flight inspectors to support the Aircraft Registration and Design Controls’ oversight of FSTDs.Provide technical advice and support to the Regulatory Performance & Personnel Licensing Department for the investigation of accidents and incidents.Represent the Director on matters relating to flight operations and aircraft operations and participate, as appropriate, in ICAO, EU, EASA and other international and government committees and working parties, et al.Implement the Authority’s Performance management System, providing direction, guidance and motivation to direct reports and dealing with employee relations issues in the Personnel Licencing Division.Implement and Monitor effective two-way communication, including Team Briefing.Manage health and safety issues in accordance with the Company Safety Statement.Monitor, maintain and develop ISO 9001:2000 quality standards.Ensure equality of opportunity for all employees in area of responsibility in accordance with Company Equality Policies.

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| **7** | **Relationships:*** **Internal**
* Regulatory Performance and Personnel Licensing Department
* Aeronautical Services Department
* Airworthiness Department
* Operations Directorate
* Technology and Training Directorate
* Human Resources Directorate
* Commercial and Strategy Directorate
* Finance Directorate
* Head of Corporate Affairs
* Company Secretary / Solicitor
* Internal Auditor
* Corporate Communications Manager
* **External**
* individual airlines, etc
* aircraft manufacturers
* industry bodies
* Department of Transport and other State bodies, EC
* Other civil aviation authorities and appropriate international organisations (ICAO, EASA, etc).
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| **KSE Requirements:*** Minimum of 5 years as a civil aviation safety regulator (may be reduced at the Discretion of the Director following overall consideration of attributes and qualifications); and
* At least 15 years experience as a pilot including:
* significant experience as pilot-in-command of transport category aircraft;
* significant experience in international operations;
* significant experience as a check captain, flight instructor or flight examiner or equivalent.
* Excellent understanding of aviation safety management systems.
* A thorough knowledge of Irish, EU and international safety regulatory laws and standards.
* Experience of managing technical personnel.
* An understanding of the framework of international organisations with which the Directorate works including, ICAO, EASA and EC.
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| **THIS JOB DESCRIPTION IS NOT EXHAUSTIVE. OTHER ITEMS MAY BE ADDED OR DUTIES VARIED FROM TIME TO TIME AT THE DISCRETION OF DIRECTOR SAFETY REGULATION.** |

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