

IRISH AVIATION AUTHORITY

VACANCY

PANS-OPS & AIRSPACE INSPECTOR

Note: *This Notice should be brought to the attention of all eligible serving employees, including employees absent from duty.*

Role	PANS-OPS & Airspace Inspector
Salary Scale	Commensurate with the experience and qualifications of the successful candidate
Reports to	Manager Air Navigation Services Division
Location	The Times Building, 11-12 D'Olier Street, Dublin 2. <i>(Hybrid working arrangements may be agreed in line with the IAA Remote Working Policy)</i>
Position	Full-Time
Duration	Permanent

THE IRISH AVIATION AUTHORITY

The Irish Aviation Authority (IAA) has three main functions: the provision of air traffic management and related services in Irish controlled airspace, the safety regulation of the civil aviation industry in Ireland and the oversight of civil aviation security in Ireland.

As part of the Government's ongoing aviation regulation reform initiative, the Irish State's aviation regulation regime will be re-organized by incorporating the Commission for Aviation Regulation into the IAA to create a single, unified aviation regulator. The new IAA will become the State's standalone aviation regulator, responsible for safety, security, consumer affairs and economic regulation of civil aviation in the State.

The duties and responsibilities of the role are set out below. While the contract terms and conditions will not be affected, the scope of the role may be subject to change when the Commission for Aviation Regulation is merged with the new Irish Aviation Authority. This will provide the successful candidate with an exciting opportunity to make an influential contribution to the establishment of a modern Irish aviation regulator with responsibility across the full range of regulatory issues affecting industry and consumers.

JOB DESCRIPTION

The IAA seeks a highly motivated individual for the role of PANS-Ops Airspace Inspector to principally exercise safety oversight of Flight Procedure Design, Aeronautical Information Services and Airspace management service providers.

PRINCIPAL DUTIES AND RESPONSIBILITIES

The PANS-OPS & Airspace Inspector responsibilities include:

- Conducting Certification and oversight pursuant to Regulation (EU) 2017/373
- Assisting in the drafting and implementing of national legislation in relation to:
 - PANS-OPS Doc 8168 design
 - Airspace
 - Charting
 - AIM
 - Aeronautical Positional Data
 - Single European Sky (SES) implementing rules
 - Aeronautical Obstacles
- Assisting in the Safety regulatory oversight of:
 - PANS-OPS designs to Doc 8168 standards
 - Airspace changes
 - Charting amendments to ANNEX 4 standards
 - AIM
 - Aeronautical Positional Data
 - SES requirements
 - Aeronautical Obstacles
- Advising the Manager Air Navigation Services Division on specific or general matters concerning:
 - PANS-OPS
 - Airspace
 - Charting
 - AIM
 - Aeronautical Positional Data
 - SES legislation
- Exercising surveillance to ensure the following areas under the remit of the PANS-OPS inspector comply with required laid down standards:
 - PANS-OPS
 - Airspace
 - Charting
 - AIM
 - Aeronautical Positional Data

This includes:

- Audits
- Spot checks
- Inspections
- Periodic meetings with designers, operators and industry
- Publications:
 - *AIP material*

- *Guidance material*
 - *Regulatory Framework*
- Providing information and support (includes giving advice on regulations and standards) to the operators (both providers and users of ANS) within the airspace system for the purpose of:
 - Clarification
 - Policy announcement
 - Technical information
 - Accident information
- Exercising corrective action to ensure compliance with the required standards.
- Carrying out obstacle and facilities survey validation in relation to WGS-84 standards.
- Assisting in the maintenance of an ongoing analysis of the airspace system to determine flight safety trends.
- Assisting in the provision of technical advice in the development of safety standards and in the development of regulations for the provision of ATM/ANS, operating procedures and airspace management.
- Assisting in the maintenance and preservation of records/documents relating to the activities within the airspace system. In particular, in the areas of:
 - PANS-OPS
 - Airspace
 - Charting
 - Aeronautical Positional Data
 - AIM
 - Aeronautical Obstacles
- Assisting as required in the provision of technical advice and support to the regulatory Performance & Personnel Licensing Department & Legal units in the investigation of accidents & incidents.
- Representing the Manager Air Navigation Services Division on matters relating to:
 - PANS-OPS
 - Airspace
 - Charting
 - AIM
 - Aeronautical Positional Data
 - Aeronautical Obstacles
- Providing advice as necessary to the Aerodromes Division Manager on:
 - PANS-OPS
 - Airspace
 - Charting
 - AIM
 - Aeronautical Positional Data
 - Aeronautical Obstacles

- Evaluation and regulation of air traffic route structure in Irish Airspace to ensure operational effectiveness and efficiency
- Processing applications for airspace change proposals
- Validation of positional data to ensure the integrity and accuracy of such data. Ensuring the population of appropriate databases to store such data.
- Validation of magnetic variation data for significant points and navigational aids.
- Validation of radar data to ensure the integrity and accuracy of such data. Ensuring the population of appropriate radar databases to store such data
- Processing applications for Temporary airspace changes within Irish Airspace
- Providing advice as necessary to other sections and departments within the authority.
- Participating in national and international fora as necessary.
- Assessing ICAO state letters in relation to:
 - Doc 8168
 - Annex 4
 - Annex 6
 - Annex 10
 - Annex 11
 - Annex 15

These duties and responsibilities are not exhaustive; other items may be added from time to time at the discretion of the Assistant Director Aeronautical Services Department / Manager Air Navigation Services Division.

SKILLS AND QUALIFICATIONS

The successful candidate should have the following qualifications and skills:

Required:

- Minimum five years aviation experience
- Appropriate 3rd level qualification or equivalent aviation experience as a Pilot, Air Traffic Controller, Instrument Flight Procedure Designer, or Engineer
- Recognised qualification in at least one of the following: *Airspace, Charting, AIM, or Aeronautical data*
- Experience in a leadership / managerial role
- Ability to deal with stakeholders, including governmental departments, agencies etc
- Excellent time management skills with proven record on prioritisation of tasks
- Ability to operate to tight timeframes under pressure
- Excellent analytical and problem-solving skills
- Excellent verbal and written communications skills, including presentations skills. (Proven ability to write technical reports and specifications)
- Ability to work effectively, independently or as part of a team
- Project management skills (track record delivering)

- Excellent IT skills and working knowledge of Office 365 and Microsoft Office Suite applications such as Microsoft SharePoint, Excel, Word, and Outlook

Desirable

- Mathematical ability (requirement to pass a Pans-Ops Competency Assessment)
- Understanding / experience of UAS regulations, U-Space and RBO
- Qualified Instrument Flight Procedure Designer who has completed initial, on the job and advanced training in both conventional and ICAO Performance Based Navigation (PBN) design
- Experience working with ArcGIS or Computer Aided Design Software
- Comprehensive knowledge of ICAO Standards & Recommended Practices as well as EU Regulations in the main duties and responsibilities listed above
- Knowledge of Irish and European airspace organisation
- Excellent overview of Air traffic Management/Air Navigation Services (ATM/ANS) systems
- Knowledge of future ICAO & EU air navigation requirements and developments
- Extensive knowledge of IAA, ICAO, EU, EASA, Eurocontrol and other relevant agencies

KEY COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE:

For assessment of applicants the following competency model will be used. This model reflects the changing and more complex environment in which those at this level operate. Each competency is supported by a list of key performance indicators set below

EFFECTIVE PERFORMANCE INDICATORS

Leadership:

- Actively contributes to the development of the strategies and policies of the organisation
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Considers the effectiveness of outcomes in terms wider than own immediate area
- Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching & creating opportunities for skills development
- Identifies and takes opportunities to exploit new and innovative service delivery channels

Analysis & Decision Making:

- Researches issues thoroughly, consulting appropriately to gather all information needed
- Understands complex issues quickly, accurately absorbing & evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages
- Makes clear, timely and well-grounded decisions on important issues
- Considers the wider implications of decisions on a range of stakeholders
- Takes a firm position on issues s/he considers important

Management & Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the division

- Looks critically at issues to see how things can be done better
- Is open to new ideas initiatives and creative solutions to problems
- Ensures controls & performance measures are in place to deliver efficient, high value services.
- Effectively manages multiple projects

Interpersonal & Communication Skills

- Presents information in a confident, logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
- Maintains poise and control when working to influence others
- Instils a strong focus on Customer Service in their area
- Develops & maintains network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including members of the public, colleagues, and the political system

Specialist Knowledge, Expertise and Self-Development

- Clear understanding of the role's objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation
- Breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
- Is considered an expert by stakeholders in own field/ area
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

SELECTION PROCESS

The Selection Process **may** include:

- shortlisting of candidates, based on the information contained in their application.
- a competitive preliminary interview.
- psychometric testing.
- work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.
- a second competitive interview which may include a presentation

Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, we may decide that a smaller number will be called to the next stage of the selection process. In this respect, we provide for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

Application documents will be reviewed against shortlisting criteria. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own

interest to provide a detailed and accurate account of your qualifications/ experience in your application.

References

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (3 names and contact details). The referees do not have to include your current employer but should be able to provide a reference for you. The referees should be able to provide relatively recent information on your performance and behaviour in a work context.

You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you come under consideration after preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment.

Successful candidates may be required to complete several clearance processes such as Health and Character Declaration and any other relevant checks required for the particular role.

Other Important Information

The IAA will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the IAA is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position the IAA will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, the IAA may at its discretion, select and recommend the candidate who came second for appointment on the results of this selection process. Applications will be treated in strict confidence.

Deeming of candidature to be withdrawn – Candidates who do not attend for interview when and where required, or who do not, when requested, furnish such evidence as the IAA require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where they have not been appointed to a post, they will be disqualified as a candidate and
- where they have been appointed after the recruitment process in question, they shall forfeit their appointment.

SALARY RATE

The salary will be commensurate with the experience and qualifications of the successful candidate.

PROBATIONARY PERIOD

The position is subject to a probationary period of 6 months from the date of actual commencement and is subject to the provision of satisfactory performance during that period.

HOURS OF WORK

The hours of work are 36 hours per week. Standard working hours at the IAA are:

Monday to Thursday: 9:15am to 5:30pm with 1-hour lunch break

Friday: 9:15am to 5:15pm with 1-hour lunch break

ANNUAL LEAVE

Annual Leave excluding public holidays is 26 days per annum.

PENSION

The successful candidate will on date of joining become a member of the Irish Aviation Authority Hybrid Scheme 2012 which has a dual element to it in the form of both a defined benefit plan and defined contribution plan.

- The Defined Benefit Plan:
Provides benefits on both your Salary up to the level of the Cap (currently €61,694), and your Pensionable Service.
- The Defined Contribution Plan:
An individual may join the Defined Contribution Plan if their salary is greater than the Cap (currently €60,840).

Normal Retirement Date as a member of the 2012 Hybrid Pension Scheme is at age 65.

Full details of the scheme are contained in the explanatory booklet which is available on request.

OTHER BENEFITS

- Access to cycle to work scheme
- Tax free Bus/ Luas/ Rail to assist with travel costs to and from work
- Access to Employee Assistance Programme
- Access to IAA health and wellbeing initiatives
- Learning and Development opportunities

LOCATION

The IAA is based in the Times Building, 11-12 D'Olier Street, Dublin 2 near Trinity College (Hybrid working may apply). We are convenient to all Luas lines; several Dublin Bus routes and are about 5 minutes from Tara Street Railway Station. We are also just minutes from O'Connell Street and St. Stephen's Green.

Hybrid working arrangements may be agreed in line with IAA Remote Working Policy.

APPLICATION

Applications must consist of the following to be considered for shortlisting:

- A cover letter (max. two A4 pages) outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements of the position.
- A comprehensive CV.

Full complete applications including a CV and cover letter should be emailed to Jennifer.boylan@iaa.ie and received no later than **3pm on Monday 20th March 2023 using the reference IAAOPS0323.**

ELIGIBILITY

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). To qualify candidates must be citizens of the EEA on the date of application.

Please click this link to view current member states in the EEA:

[EEA member countries and cooperating countries — European Environment Agency \(europa.eu\)](https://european-council.europa.eu/media/e0600c0c-325c-4761-991c-6f9e36eebf4e/default.aspx?lang=en)

The IAA are not in the position to offer sponsorship for this role.

The IAA is an equal opportunities employer and welcomes applications from people from diverse backgrounds and under-represented groups including ethnic minority and people with disabilities.

DATA PROTECTION

As part of any recruitment process, the IAA collects and processes Personal Information relating to job applicants. We may collect your name, address, personal public service number and contact details, including email address, telephone number, details of your qualifications, skills, experience and employment history, and information about your current level of remuneration (including benefit entitlements).

For more information, please follow this link to our Privacy Notice: [Privacy \(iaa.ie\)](https://www.iaa.ie/privacy)