

**1 Job Title:** Assistant Director Applications, Registration Certification and Licensing

**2 Department:** Applications, Registration, Certification and Licensing

**3 Reports to:** Director Safety Regulation

**4 Direct Reports:** Manager Aircraft Registration and Certification

Manager Certificates processing and Finance

Manager Personnel Licensing

**5 Job Purpose:** Manage the registration and initial certification of aircraft, the licensing of personnel and the processing of all applications for approvals or permission received by SRD

**6 Main Duties and Responsibilities:**

- Manage the Applications, Registration Certification and Licensing Department and ensure its effective and efficient operation.
- Manage entry control of aircraft, certification and changes to aircraft by:
  - maintaining the Irish aircraft register and Article 83 bis agreements; and
  - granting certificates, permits and approvals relating to aircraft, Aircraft production, aircraft operation, for use within the civil aviation system.
  - Providing advice to the Director on exit control for approvals and certificate holders (i.e. organisations and individuals) involving services, aircraft, products, parts, regarding the, variation, suspension, revocation, or disqualification of an approval or certificate; as well as, seizing the aircraft, products, parts or facilities; and, ensure exit control over those voluntarily leaving the system.
- Manage entry control for individuals by:
  - maintaining the Personnel Licensing system and its records, and
  - granting licences and ratings to carry out specific activities within the civil aviation system (e.g. pilot, aircraft maintenance engineer, air traffic controller).
  - Providing advice to the Director on exit control for all licence holders (i.e. individuals) regarding the, variation, suspension, revocation, or disqualification to a licence; and, ensure exit control over individuals voluntarily leaving the system.
- Manage the administrative and financial functions of SRD including:
  - The receipt of applications and associated documentation,
  - The loading of initial information and the setup of applications on the electronic processing systems including the provision of general administrative support to SRD departments.

- To provide the administrative point of contact for clients and applicants and to manage client and customer relations.
  - The processing of payments for services.
  - The issue of invoice information to the Finance Directorate and the control of credit to client companies.
  - The administration of contracts such as the EASA contract from a financial and administrative point of view.
  - The administration of SRD budgets including the interface with finance and purchasing in respect of purchasing, CAPEX and OPEX.
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- Manage the provision of information and support to aircraft owners and operators, licence holders, and other approval holders concerning aircraft registration, design certification, production, and personnel licensing issues, for the purposes of: clarification, policy announcements, technical information, accident information, etc. Support includes giving advice on regulations and standards.
  - Assess and recommend to the Director delegations of authority to individuals for exercising powers concerning registration, initial airworthiness and personnel licensing within the civil aviation system.
  - Provide technical expertise for the certification or validation of FSTD's
  - Ensure the provision of technical advice in the development of safety standards and in the development of rules and regulations concerning the assigned areas of responsibility.
  - Maintain liaison with appropriate international organisations, aircraft manufacturers and industry bodies concerned with the work of the department.
  - Advise the Director on specific or general matters relating to civil aviation safety in the areas of the Registration of aircraft, the initial airworthiness of aircraft and the licensing of personnel.
  - Ensure corrective action (i.e. administrative and if necessary legal measures) to comply with the required standards.
  - Represent the Director on matters relating to this department and participate, as appropriate in ICAO, 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 applications, Registration Certification and Licensing.
  - 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 9001:2000 quality standards.

- Ensure equality of opportunity for all employees in area of responsibility in accordance with Company's equality policies.

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

## **7 Relationships:**

- **Internal**
  - Director SRD
  - 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
  - Corporate Communications Executive Compliance Management Section
- **External**
  - Department of Transport, Tourism and Sport and other state bodies,
  - Other civil aviation authorities and appropriate international organisations (ICAO, EASA, European Commission etc.).
  - Aviation industry bodies, aviation sports bodies, etc
  - Other industry bodies, etc.
  - Media
  - Individual airlines, air operators, general aviation operators, etc
  - Maintenance and repair organisations, design organisations, etc
  - Aircraft manufacturers
  - Industry bodies, aviation sports bodies, etc

## **KSE Requirements:**

- A degree in aeronautical engineering or equivalent or a Multi "C" Release Part 66 Licensed Engineer, or an ATPL.
- A minimum of 8 years experience working in airline technical services or aircraft maintenance position, or a flight operations management position including significant experience at a senior level.
- Minimum of 6 years' experience in a safety regulatory environment.
- Significant experience of managing technical personnel.
- Have good negotiation skills.
- Sound understanding of aviation safety management systems.
- Be intimately familiar with regulatory requirements and standards in both Ireland and countries with which the Department interacts.
- Have an excellent working knowledge of ICAO, EASA and other relevant international agreements and requirements.
- A thorough knowledge of Irish, EU and international safety regulatory laws and standards.

- A sound understanding of the framework of international organisations with which the Directorate works including, ICAO, EASA, Eurocontrol and EC.

## **8 Approval:**

**Signed:**\_\_\_\_\_

**Signed:**\_\_\_\_\_

**Director Safety Regulation**

**Director Human Resources**

**Date: March 2016**

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