

JOB DESCRIPTION

- 1. Job Title:** Manager Stakeholder and Regulatory Affairs
- 2. Directorate/Location:** Operations
- 3. Reports to:** Director ATM Operations & Strategy in the first instance.
- 4. Direct Reports:** Business Performance Manager
- 5. Job Purpose:** To evaluate SES/FAB legislation and propose strategic actions which protect IAA strategic aims. To execute and ensure the effective administration of all processes connected with IAA SES/FAB related activities and to ensure smooth co-ordination between IAA and NATS on FAB matters and between the FAB's / future co-Operations and developments and the European Commission.
- Responsible for overseeing preparation and development of IAA corporate plans and ATM operations strategic plans. Ensuring ATM operations unit implementation of appropriate mechanisms to measure unit performance and assure corporate cost containment measures are implemented. Development, oversight and benchmarking of operational statistics and evaluation of IAA performance at a European level.
- Responsible for the development and implementation of IAA environmental policies and procedures.
- 6. General:** Assisting the Director ATM Operations & Strategy to ensure the effective management and timely administration of all matters pertaining to the IAA's FAB activities and assisting with the development, implementation and management of FAB procedures, processes and strategies that promote the objectives of the IAA.
- 7 Main Duties and Responsibilities:**
- Provision of day to day operational support to IAA senior management in the delivery and implementation of the FAB's /future co-operations and developments.

- Work with Director ATM Operations & Strategy / General Managers and other managers in developing future strategies for the IAA, building international relations, developing shareholder relations and overseeing production of any required corporate plans, documents, presentations or briefs.
- Work as directed by the Chief Executive on the achievement of Corporate and Services strategies for development of future FABs co-operations and developments in the context of SES and any future European or commercial developments.
- Adopt any future role within the Authority as determined by the Director ATM Operations & Strategy.
- Develop submissions for TEN-T funding for FAB Projects.
- Drive FAB implementation, monitoring all areas of FAB development to ensure all IAA stakeholders support successful FAB implementation.
- Manage any FAB funding budgets arising from the TEN-T process. Act as a conduit for the FAB Management Board (FMB).
- Represent the FAB at FAB Co-ordination fora.
- Function as the IAA representative on the Joint FAB Secretariat on the FMB.
- Propose FAB budgets for IAA participation in the FAB's / future co-operations and developments.
- Assist in the development and production of the annual FAB plan and annual FAB report, collating all inputs.
- Act as the IAA FAB Point of Contact with key stakeholders including NATS, UK NSA (CAA), IAA NSA (SRD), the European Commission, and EUROCONTROL.
- As required, act as the IAA representative at international FAB fora.
- Co-ordinate and encourage interaction between the FAB Management Board (FMB) and the FAB working groups, including:
 - Preparation of papers for meetings, as required;
 - Participation in FAB management and work group meetings, as required;
 - Providing administrative support to FAB meetings, through the distribution of papers, preparation of agendas, agreement of minutes and ensuring that desired deliverables are provided in a timely manner.

- Deliver FAB presentations/updates to SMG and other management fora.
- Provide input to internal IAA FAB meetings and propose, as appropriate, actions to advance our strategic aims.
- Monitor and assist IAA senior management in delivery of FAB- related reports and information.
- Evaluate and propose actions on FAB performance targets.
- Support IAA senior management in FAB related matters, as required.
- Provide FAB strategic options to Authority Management.
- Co-ordinate and ensure accurate and timely dissemination of FAB reports between stakeholders, both internal and external.
- Develop proposals for FAB expansion.
- On an external basis, the Manager Stakeholder and Regulatory Affairs will interact with various stakeholders, as required by the Director ATM Operations & Strategy.

Performance

- Review and evaluate operations performance using KPI's and determine the underlying causes for variations between actual and target levels of performance and recommend improvements and solutions.
- Ensure that IAA performance criteria under SES and FAB performance requirements are achievable.
- Ensure IAA performance within the FAB is appropriately measured and reported upon so as to ensure that non-performance by the FAB partner can be identified and attributed.
- Represent Operations at customer care fora.
- Participate and represent ATM operations at customer care programme and other customer fora as required.

Environment

- To take the lead role in meeting the Authority's aims regarding environmental performance.
- To implement and manage the Authority's environmental policy.
- To draft an environmental and emissions plan for the Operations Directorate / Authority.

- To develop an environment work programme and to lead the promotion of energy efficiency awareness campaigns and best practice in all areas of the Authority and among stakeholders.
- To identify the Authority's training needs for related skills and work with other managers in the development and delivery of environmental training programmes.
- To keep abreast of changing environmental legislation and best practices and ensure the Authority is, at a minimum, complying with its statutory responsibilities and strives to be a class leader in the area of environmental performance.
- To identify environment implementation requirements, developing and obtaining approval for a work plan, allocating tasks to groups or individuals and monitoring deliverables.
- To ensure that IAA environmental / emission plans complement those plans developed by our FAB partner/s.
- To proactively monitor environment schedules and deliverables and ensure appropriate measures are taken in the event of slippage.
- To ensure environment projects are delivered in compliance with Authority safety management system.
- Keep the Director ATM Operations & Strategy and other senior managers informed of progress and briefed on any issues that may adversely impact environmental issues.
- Provide environment issues input to all authority strategic planning developments.

8. Relationships

In addition to direct reporting relationships above the job holder liaises on an internal basis with the following:

- Executive Group (as required).
- Irish NSA - Director of Safety Regulation and Assistant Director Aeronautical Services Department.
- Operations Directorate - all levels.
- Head of Customer Relations.
- Business Performance Manager.
- Corporate Communications Manager.

On an external basis and in conjunction with the Director ATM Operations & Strategy the Manager Stakeholder and Regulatory Affairs may interact with the following:

- NATS Director Development and Investment and/or Director Operations.
- NATS counterpart -Joint FAB Secretariat.
- Other NATS FAB representatives.
- Irish and UK MIL FAB representatives.
- Airline FAB representatives.
- UK NSA FAB representatives.
- European Commission FAB representatives.
- EUROCONTROL FAB representatives.
- Irish and UK Government representatives.

Note: This job description is not exhaustive. Other items may be added from time to time at the discretion of the Director ATM Operations & Strategy. While the initial appointment is specific, the post-holder may be required to move to a different post should it be considered desirable by the Director ATM Operations & Strategy in the interests of the Authority.

Signed: _____
Director ATM Operations &
Strategy

Signed: _____
Director Human Resources

Date: 15th November 2015