



INFLITE THE JET CENTRE

## Inflite The Jet Centre

**Job Title:** Safety & Compliance Monitoring Manager

**Department:** Engineering

**Hours:** 40 hours per week –Monday to Friday

**Reports To:** Accountable Manager

**Liases With:** The General Manager

**Location:** Stansted

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### **Job Purpose:**

Reporting to the Accountable Manager the Safety & Compliance Monitoring Manager is responsible for establishing and maintaining the safety management system, and the quality & compliance monitoring systems (collectively known as "the management system") in an aircraft maintenance environment in accordance with the requirements of the CAA and various National Regulatory bodies regarding the maintenance approvals the company holds. The SCMM is also responsible for the safety management and compliance monitoring systems of the FBO operation as defined in the IS-BAH standard. Has day to day liaison with the General Manager.

### **Accountability:**

Accountable for maintaining the management system in accordance with Inflite The Jet Centre Ltd processes and procedures.

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### **Main Responsibilities and Duties:**

#### **Compliance Monitoring:**

- Lead and oversee all compliance audits in accordance with all applicable standards, incorporating management of internal and external audit schedules, including third party and/or customer audits.
- Oversee the management of all non-conformities, gathering the corrective and/or preventative data to support the necessary improvement requirements.
- Oversee and manage the development, documentation and implementation of in-house processes and procedures, standards, and specifications.
- Driving and acting as a catalyst for change and continuous improvement in performance and quality across the business.
- Manage all requirements and controls for Part 145 certifying staff and applicable support staff individual authorisations.
- Maintain records of competency assessments, training and experience of all personnel.
- Manage notifications to the competent authorities, as per all applicable regulatory requirements i.a.w procedures established in the MOE.
- Manage the safety & compliance team, including the setting of objectives, development, and completion of annual performance reviews.
- Responsible for implementing the annual audit programme.
- Responsible for follow up and closure of any non-conformance.
- Responsible for monitoring the amendment of the organisation's procedures and standard practices (MOE, including the associated procedure(s)) and their compliance with the current revision of Part-145.
- Responsible for submission of the MOE and any associated amendments, to the competent authority for approval (which includes completion of and submission of CAA Form(s) 2, CAA Form(s) 4 or equivalent).
- Responsible for assessing subcontractors working under the quality system and maintaining the expertise necessary to be able to do so, to the satisfaction of the competent authorities.
- Responsible for establishing feedback from maintenance incidents/issues and feeding these back into the continuation training programme.



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- Responsible for acceptance on temporary or occasional cases base maintenance tasks (AD's, SB's) to be performed by a line maintenance organisation.
- Responsible for the notification to the competent authority, as applicable according to the procedures established in the MOE, of maintenance activities conducted outside the approved locations.

### Safety Management:

- Facilitate hazard identification, risk assessment and management.
- Monitor the implementation of actions taken to mitigate risks, as listed in the safety action plan, unless action follow-up is addressed by the compliance monitoring function.
- Oversee and manage the development, documentation and implementation of in-house safety processes and procedures, standards, and specifications.
- Provide periodic reports on safety performance to the safety review board (the functions of the safety review board are those defined in AMC1 145.A.200(a)(1)).
- Ensure the maintenance of safety management documentation.
- Ensure that there is safety training available, and that it meets acceptable standards.
- Provide advice on safety matters.
- Ensure the initiation and follow-up of internal occurrence investigations.
- Assume the role of Safety Manger for the FBO under the IS-BAH standard ensuring the maintenance of the SMS.

### Authorities:

- Must be acceptable to the CAA / EASA as a Form-4 postholder.
- Shall have direct access to the AM on matters concerning the safety and compliance systems for Part 145 and IS-BAH.
- Must have a commitment to developing and driving a just and safety focused culture in the organisation.
- To request assistance from other departments.
- To propose additional training and procedural updates / process improvement whenever possible.

### Required Skills and Experience:

- Must have an in-depth knowledge of current airworthiness regulations, commensurate with the approvals held by the company (i.e. Part-145, IBAC/IS-BAH).
- Demonstrable interpersonal and leadership skills.
- The ability to act as a trusted advisor to the accountable manager on all aspects of safety.
- Completed recognised training in auditing techniques.
- Good organisational and analytical ability.
- Ideal, but not essential, holder of a Part 66 AML
- Understanding of audit management software e.g. Q-Pulse, Centrik, etc.
- Fluent of Microsoft Office based programs

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### What We Offer:

- **Competitive Salary:** We recognise and reward your skills and expertise with a salary that reflects your contributions.
- **Generous Annual Leave:** which increases with length of service
- **Salary Exchange Pension Scheme:** Secure your financial future with our comprehensive pension plan.
- **Employee Assistance Programme:** Receive support for your mental and emotional well-being.
- **Life Assurance:** Gain peace of mind for yourself and your loved ones with our life assurance coverage (subject to scheme rules).



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- **Employee Cash Plan:** Access financial assistance for health and well-being-related expenses.
- **Enhanced Maternity and Paternity Schemes:** We support you and your growing family during significant life milestones.
- **Professional Growth and Development:** Access continuous opportunities to enhance your skills and advance your career.
- **State-of-the-Art Equipment and Technology:** Work with cutting-edge tools and technologies.
- **Ongoing Training and Certification Programmes:** Stay up-to-date with the latest industry standards and practices.
- **Career Advancement Opportunities:** Clear paths for progression within our dynamic organisation.

Join Inflite, where your skills and expertise are recognised and rewarded. This is your opportunity to advance your career in a supportive and innovative environment.

**Ready to take the next step? Send your CV and Covering letter to [HR@inflite.co.uk](mailto:HR@inflite.co.uk) today.**