

JOB DESCRIPTION

Job Title	Inspecting Officer (Flight Operations)
Grade	Non-Collective Agreement / Technical
Salary	Negotiable
Directorate	Civil Aviation Directorate (CAD)
Report To	Head Flight Operations Inspectorate
Direct Subordinates	N/A

MAIN JOB PURPOSE

The Inspecting Officer Flight Operations is responsible to the Head of Flight Operations Inspectorate (HFOI) to assist on matters related to air transport operations, specifically in determining and reporting upon the level of operational safety of the holders of Air Operator Certificates by means of inspections and surveillance.

MAIN DUTIES & RESPONSIBILITIES

Key Responsibilities	Key Elements
Core Areas	<ol style="list-style-type: none"> 1. To ensure the development of policies, standards, criteria and guidelines for the development and maintenance of a comprehensive programme for maintaining a civil aviation oversight of Maltese aircraft operators. 2. To plan and conduct applicable audits in accordance with the procedures detailed in the Inspecting Staff Manual. 3. To plan and conduct the Safety Assessment of Foreign Aircraft (SAFA) Programme in conjunction with the National SAFA coordinator. 4. To ensure that all relevant records are kept in an orderly and systematic manner. 5. To assist in the preparation of Operations Advisory Notices (OANs) to give guidance to the industry as appropriate. 6. To keep well informed and up to date on matters concerning the safe operation of aircraft and associated legal and policy matters. 7. To suggest improvements to policies and procedures that may contribute to better economic efficiency or added value to the service given by the Flight Operations Inspectorate Section. 8. To perform such other duties, compatible with the post, as may be assigned by the Head of Flight Operations Inspectorate from time to time.

Internal Relations	<p>9. To establish a good working relationship with other Units and Directorates.</p> <p>10. To provide the necessary assistance to other Units in pursuance of the overall efficient and effectiveness of the Directorate as a whole.</p>
External Relations	<p>11. To take responsibility for general matters related to the area of responsibility.</p> <p>12. To provide a high level of customer service and support throughout.</p> <p>13. To ensure effective and transparent communication throughout.</p> <p>14. To consult with third parties as may be required, to identify improvements that can be made in the Directorate.</p>
Personal Development	<p>15. To be conversant with the area of specialisation and seek ways to keeping abreast with developments in the role and associated tasks.</p> <p>16. To attend local and foreign meetings, seminars, training programmes and conferences as required.</p> <p>17. To undergo appropriate training for the conduct of assigned duties as required by the HFOI.</p>
Other	<p>18. To perform any other reasonable duties as may be assigned from time to time.</p> <p>19. To perform such other duties, compatible with the post, as may be assigned by the Head of Flight Operations Inspectorate and/or Director General for Civil Aviation from time to time.</p>

Key Decision Making Areas

- Day-to-day operational decisions

Key Performance Indicators (KPIs)

- Timely inspections and audits
- Attainment of set objectives
- Effective allocation of resources
- Quality of service in the day-to-day operations
- Internal customer satisfaction
- Staff satisfaction and performance

PERSON SPECIFICATION – The experience, qualifications, knowledge, skills and attributes required by the job holder.

Essential:-

Qualifications & Experience:

The applicants for the post shall meet the following requirements:-

Either:-

- Extensive experience in dispatch operations generally not less than 5 years as a dispatcher or operations officer.

Or:

- Extensive experience in ground operations, not less than 5 years in a medium-high management position within a commercial air transport operator.

Or:

- Extensive experience in a role related to management systems generally not less than 5 years in the field of safety and compliance management.

Desirable Experience:

- Has completed professional training in the field of air transport dangerous goods.
- Has been a cabin crew member and preferably carried out such duties in commercial air transport for at least 5 years, with 2 years occupying a Senior Cabin Crew position (Cabin Inspecting Officer).
- Degree or an appropriate recognised, comparable qualification with Mathematics, Physics or Engineering as a main area of study.

Personal Attributes:

- A good knowledge of EU and International Regulations and Standards;
- A good understanding of the International and European regulatory framework and rule making activities such as those of ICAO, EU, EASA etc;
- Ability to work in a team;
- Meticulous and analytical;
- Good interpersonal skills;
- High personal integrity;
- Flexible to travel extensively and at short notice.