



INFLITE THE JET CENTRE

JOB DESCRIPTION

JOB TITLE: <ul style="list-style-type: none">• Aerospace Safety Co-ordinator	Abbreviation: <ul style="list-style-type: none">• FSO
REPORTS TO: <ul style="list-style-type: none">• Safety, Quality, & Compliance Monitoring Manager	DEPARTMENT: <ul style="list-style-type: none">• Quality
DEPUTISED BY: <ul style="list-style-type: none">• N/A	LOCATION: <ul style="list-style-type: none">• STN
JOB PURPOSE: <p>The Flight Safety Officer will be responsible for the administration of the Safety Management System for ITJC, supporting the company to meet the requirements of regulatory bodies.</p>	
ACCOUNTABILITY: <p>To ensure that the Safety Management System is operated, maintained, and advanced in accordance with Inflite The Jet Centre Ltd processes and procedures.</p>	
MAIN RESPONSIBILITIES AND DUTIES: <ul style="list-style-type: none">• Conduct investigations into reported incidents and events.• Carry out and coordinate risk assessments.• Provide periodic analyses on safety trends against predetermined safety performance indicators and targets.• Provide safety feedback to staff and customers.• Assist with Occupational Health & Safety tasks as required.• Administrative support to ensure an effective safety management system.• Produce periodic safety communication and promotional material.• Organise and take part in safety forums, committees, and meetings.• Undertake safety related projects as directed.• To request and provide assistance to the Safety, Quality, & Compliance Monitoring Manager (SQCMM) as required.• To carry out other reasonable duties as directed.	
AUTHORITIES: <ul style="list-style-type: none">• To deputise for the SQCMM on a shared basis alongside the Quality Engineer.• To request assistance from other departments.• To propose additional training and implement procedural updates.	
QUALIFICATIONS & PREREQUISITES: <ul style="list-style-type: none">• Aviation safety management experience (e.g. engineering, flight operations, CAMO).• Knowledge of investigation & root cause analysis techniques e.g. 5-whys, Ishikawa, tripod beta, FMEA, event/fault tree analysis.• Experience carrying out risk assessments e.g. HAZOP, Bowtie.	



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- Analytical skills, including the use of Microsoft 365 packages, especially Excel.
- Excellent written and verbal English communication skills, to IELTS level 6.
- The ability to interact with employees at all levels within the organisation.
- Strong customer focus.

OTHER SPECIFICATION:

- Aviation safety management qualification(s).
- Occurrence investigation experience including human factors influences.
- Experience with industry software packages e.g. Centrik, Q-Pulse.
- Comfortable giving presentations and public speaking.
- Highly organised and able to prioritise work in a fast-paced environment.
- Maintain strict company and customer confidentiality.
- Attend and successfully pass all mandatory training & assessments according to the area of activity.