

Version: 2  
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# INFLITE THE JET CENTRE



**Job Title:** Aerospace Safety Coordinator

**Abbreviation:** ASC

**Reports to:** Safety & Compliance Monitoring Manager

**Division/Department:** Safety & Compliance

**Deputised by:**

**Location:** Stansted

## JOB PURPOSE

The Aerospace Safety Coordinator will be responsible for the administration of the Safety Management System for ITJC, supporting the company to meet the requirements of regulatory bodies.

## ACCOUNTABILITY

To ensure that the Safety Management System is operated, maintained, and advanced in accordance with Inflite The Jet Centre Ltd processes and procedures

## MAIN RESPONSIBILITIES AND DUTIES

- 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 & Compliance Monitoring Manager (SCMM) as required.
- To carry out other reasonable duties as directed

## AUTHORITIES

- To deputise for the SCMM on a shared basis alongside the Compliance Engineer.
- To request assistance from other departments.
- To propose additional training and implement procedural updates

## QUALIFICATIONS & PREREQUISITES

- 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.
- 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

### What We Offer:

- Competitive Salary:** We recognise and reward your skills and expertise with a salary that reflects your contributions.
- Generous Annual Leave:** Enjoy increasing annual leave entitlement as you grow with us.
- 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).
- 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.