

IRELAND WEST AIRPORT JOB DESCRIPTION

Job Title:

Compliance Officer

Position Description:

Ireland West Airport is seeking a Compliance Officer.

The Compliance Officer will be responsible for compliance monitoring and lead in the development of policy and practices to achieve compliance with all Air Navigation Services and Aerodrome associated legislation.

The Compliance Officer should have experience in regulatory compliance and auditing experience, exhibit strong character, honesty, integrity, trustworthiness, and ethics congruent with Ireland West Airports mission and values. They will support the Executive Team to achieve company vision and assist in developing and implementing the plans and objectives needed to get there.

Reporting to the Compliance Manager, responsibilities will include:

Compliance:

- Plan, co-ordinate and manage compliance operations
- Monitor and analyse existing and proposed legislation, regulatory announcements, and industry practices to support the airport's ongoing compliance with Air Navigation and Aerodrome regulatory obligations and industry best practice
- Develop and maintain strong and productive partnerships with the heads of departments and other employees to promote a culture of compliance
- Participate in the development of strategies to promote continuous improvement and overall compliance, using customer feedback, data, and airport metrics
- Support Managers and staff in relation to questions on compliance in a timely manner
- Assist the company during and after External Audits
- Assist departmental Managers to address findings and observations from External Audits

Quality:

- Develop, implement and maintain the airports QMS (Quality Management System)
- Assist with the scheduling and implementation of the internal audit schedule
- Carry out internal audits as required
- Monitor Internal Audit reports and Corrective Actions and assist departmental Managers in addressing findings from internal audits in a timely manner.
- Assist in the development and monitoring of safety and operational targets in line with the State Safety Programme and EASA Safety programmes and targets

Policies and Procedures:

- Assist in the development and implementation of Air Traffic Control, Operational, and Safety compliance, using risk standard operating procedures and policy
- Assist with the Management of Change process - drafting and submitting Risk Assessments and project documentation to IAA
- Assist in the development and/or maintenance of Policies and Procedures for each department

Training:

- Assist in the development and delivery of Training programmes in line with airport's internal training policy

General:

- Arrange, attend, and minute meetings as requested.
- Schedule regular team meetings to discuss operational updates, issues, and recommendations
- Prepare and provide management reports as required
- Other job-related duties as assigned by the Compliance manager

Requirements:

- Relevant third level Qualification and / or professional qualification in Risk, Audit, Compliance or similar
- Have a working knowledge of all legislation and standards (e.g. ICAO, EASA, ISO etc) with relevance to Air Navigation Services and Aerodrome Regulation
- Minimum of 3 years' experience working in a regulated environment, including in a similar role in risk, audit or compliance
- Previous experience of undertaking internal audits and maintaining audit records
- Working knowledge of MS Office and databases,
- Excellent administrative skills with attention to detail
- Excellent organisation skills with an ability to prioritise and work to deadlines
- Excellent communication skills, with an ability to build and develop relationships with others internally and externally
- Ability to work as part of a team and on own initiative