

## Sector Lead Aviation

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**Department:** Economy

**Division:** Economy

**Reports to:** Head of Local Economy

**JE Reference:** ECON1000

**Grade:** 13

**JE Date:** 30/6/2021

### Job purpose

Develop an Aviation sector strategy for the Island.

Fulfil the functions and responsibilities of the Registrar of Aircraft as detailed in the Aircraft Registration (Jersey) Law 2014. Ensure that Jersey confirms to international standards of best practice in this area.

### Job specific outcomes

- Develop an Aviation sector strategy for the Government of Jersey.  
The successful candidate will conduct research, stakeholder engagement and policy analysis to ensure that the Island maximises its reach in the Aviation sector. This work should include identification of new markets and opportunities whilst ensuring that operational implications of any proposed policy changes are identified and subsequent implementation is carried out thoroughly, in order that Ports of Jersey Limited is well placed to maintain and improve registry service provision.
- Manage the departmental relationship with Ports of Jersey Limited and the Director of Civil Aviation regarding the delivery of day-to-day aircraft registry operations. Ensure that all relevant operational services are delivered in a cost effective, compliant and timely manner.
- Working with Ports of Jersey, promote the Aircraft Registry both locally and internationally. Participate in trade shows, off-island exhibitions, seminars and functions as required in order to raise the profile of the Jersey Aircraft Register.
- Advise and assist the Minister and Ports of Jersey Limited as necessary regarding the development and implementation of robust registry policy and procedures, ensuring that service can be delivered in a consistent, compliant and cost-effective manner whilst managing financial risk to the Government of Jersey. Have thorough oversight of the corporate performance and strategic developments of the Aircraft Registry in order to advise the Minister on all aspects.
- Represent the Island in aviation matters through or in association with the UK Civil Aviation Authority, the Director/Deputy Director of Civil Aviation and any other relevant bodies or persons as necessary, maintaining effective personal conduct, communication and close working relationships.

- Support the Director of Civil Aviation in ensuring the Island's aviation legislation remains up-to-date and maintains compliance with ICAO and EU standards whenever appropriate.
- Draft press releases, develop key messages, and develop and deliver communications plans and strategies around the Aircraft and Shipping Registers. Produce timely and accurate responses to FOI requests, complainants, comments and questions, altogether enhancing the transparency of the Aircraft and Shipping Registers, as appropriate.
- Act as a role model at all times. Work collaboratively as part of Team Jersey on all matters that impact on the Local Economy directorate in order to deliver a learning culture focused upon improvement and high performance. This will involve providing ad hoc support to all colleagues within the Local Economy directorate.

### Statutory responsibilities

The statutory responsibilities of the Registrar of Aircraft are specified in the Aircraft Registration (Jersey) Law 2014.

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

### Services (TIER 4)

Fulfil the functions and responsibilities of the Registrar of Aircraft as detailed in the Aircraft Registration (Jersey) Law 2014.

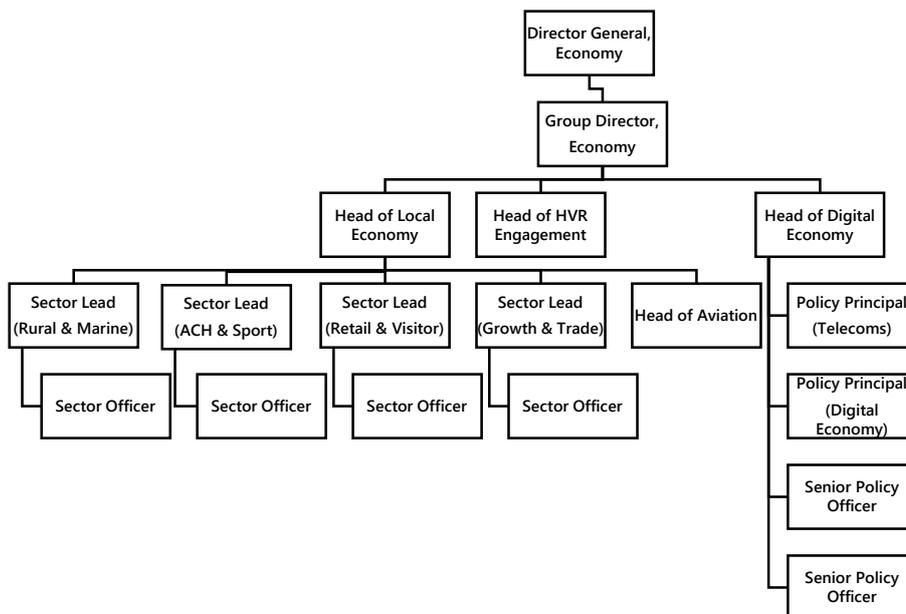
### Organisational structure



## Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.

## Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Minimum of degree level and ideally with professional qualifications in a relevant regulatory field (or the capacity to gain them).</p>	
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Comprehensive knowledge of Jersey, UK and international aviation law.</p> <p>Knowledge of the Aircraft Registration (Jersey) Law 2014.</p> <p>Comprehensive knowledge of the registration, safety audit and other regulatory processes for civil aircraft.</p> <p>Strong knowledge of commercial issues and imperatives affecting the civil aviation industry, together with knowledge of financial service products in relation to the registering of aircraft and aircraft engines.</p>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Driving licence</p>	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>A proven track record in effective and persuasive consultation with industry stakeholders, government departments, arm's length bodies and regulatory authorities.</p> <p>Self-motivated, reliable and committed to achieving targets.</p> <p>Flexible, adaptable, commercial and customer-focused in their approach.</p> <p>Highly accurate, paying close attention to detail.</p>	

<p><b>Experience</b></p> <p><i>This is the proven record of experience and achievement in a field, profession or specialism.</i></p> <p><i>This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Comprehensive professional knowledge gained over a minimum of 5 years in civil aviation regulation, supplemented with experience in a relevant professional strategic management role.</p> <p>A track record in successfully negotiating commercial and other agreements. Experience of dealing with Island-based and external media successfully.</p> <p>The ability to demonstrate sound financial management and internal control experience. The ability to demonstrate strong research, analysis and policy formulation skills, with a clear understanding of objective setting, performance measurement and change management.</p>	
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**Date of Evaluation** June 2021

**Post Number**

**Post Band**