

Principal Civil Aviation Officer

Department: Office of the Chief Executive
Division: External Relations - Global Relations
Reports to: Head of International Compliance
JE Reference: OCE1010

Grade: CS13

JE Date: 15/2/2022

Job Purpose

Senior official with lead responsibility for the external relations aspects of civil aviation, representing Jersey's interests in the UK and internationally.

Manage the government's relationship with the Director and Deputy Director of Civil Aviation (DCA and DDCA) on behalf the Minister for External Relations and Financial Services (MERFS). The DCA and DDCA have statutory responsibility for ensuring the safety and security of civil aviation in Jersey.

Work collaboratively with counterparts in Guernsey to re-establish a joint Office of the Director of Civil Aviation (ODCA) and create a new Channel Islands regulatory board to oversee the work of the ODCA.

Undertaking research and preparing papers with recommendations on civil aviation policy, seeking to ensure that the Government of Jersey meets intentional obligations and supporting Ministers and senior officials) in external relations in order to protect the Island's international reputation and interests.

Ensure the development of strategic policies by advising on compliance with relevant international treaties, international standards, and Jersey legislation.

Job specific outcomes

- Lead responsibility for the external relations aspects of civil aviation, representing Jersey's interests to UK officials, in collaboration with senior officials of the Economy Department, the ODCA, and Ports of Jersey Limited. As an island, Jersey's air links are critical: compliance with international standards for aviation and ensuring implementation of international obligations relating to the island's airspace, are key responsibilities.
- Provide advice and briefings to Ministers and senior officials on all aspects of Jersey's external relations that relate to civil aviation; research and monitor critical developments overseas and provide advice on their implications for Jersey; take the lead in the formulation and implementation of a wide range of policies in the context of such developments and in line with the policy of the Council of Ministers.
- On behalf of the MERFS, provide direction to and seek specialist advice from the Director of Civil Aviation (DCA) in relation to Jersey's international civil aviation safety and security obligations arising from international treaties, UK and EU requirements.
- Represent the Island and its interests at a senior level to the governments of the United Kingdom and France, to other foreign governments, to the European Union and to international organisations.

- Ensure the provision of professional advice and guidance on all international aspects of civil aviation to the Chief Minister, Minister for External Relations and Financial Services (MERFS), the Council of Ministers and senior officials in the Government of Jersey. Develop strategies and implement plans where action is required. For this purpose, on behalf of the MERFS, provide direction to and seek specialist advice from the Director of Civil Aviation (DCA) in relation to Jersey's international civil aviation safety and security obligations arising from international treaties (ICAO), EU and UK requirements.
- Manage all professional services contracts on behalf of the Government of Jersey in respect of the ODCA, such as those for the DCA and DDCA.
- Lead on all international relations aspects of civil aviation for Jersey, in collaboration with the UK Department for Transport, the Civil Aviation Authority and the Air Accident Investigation Branch, relevant French authorities (DGAC) and EU/EASA officials.
- Support the Director of Civil Aviation in ensuring the Island's aviation legislation remains up to date and maintains compliance with ICAO, UK and EU standards whenever appropriate.
- Work with the Communications Unit to draft press releases, develop key messages, and develop and deliver communications plans and strategies relating to civil aviation (non-commercial).
- Produce timely and accurate responses to States Assembly Written and Oral Questions, Freedom of Information requests, complainants, comments and other questions from Ministers, officials, and members of the public
- Act as a role model at all times. Work collaboratively as part of Team Jersey on all matters that impact on civil aviation in order to deliver a learning culture focused upon improvement and high performance. This will involve providing ad hoc support to all colleagues within External Relations.

Statutory responsibilities

The post-holder will does not have any statutory responsibilities. However, they will be responsible for managing the government's relationship with the Director and Deputy Director of Civil Aviation, who carry out statutory functions under the Civil Aviation (Jersey) Law 2008.

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

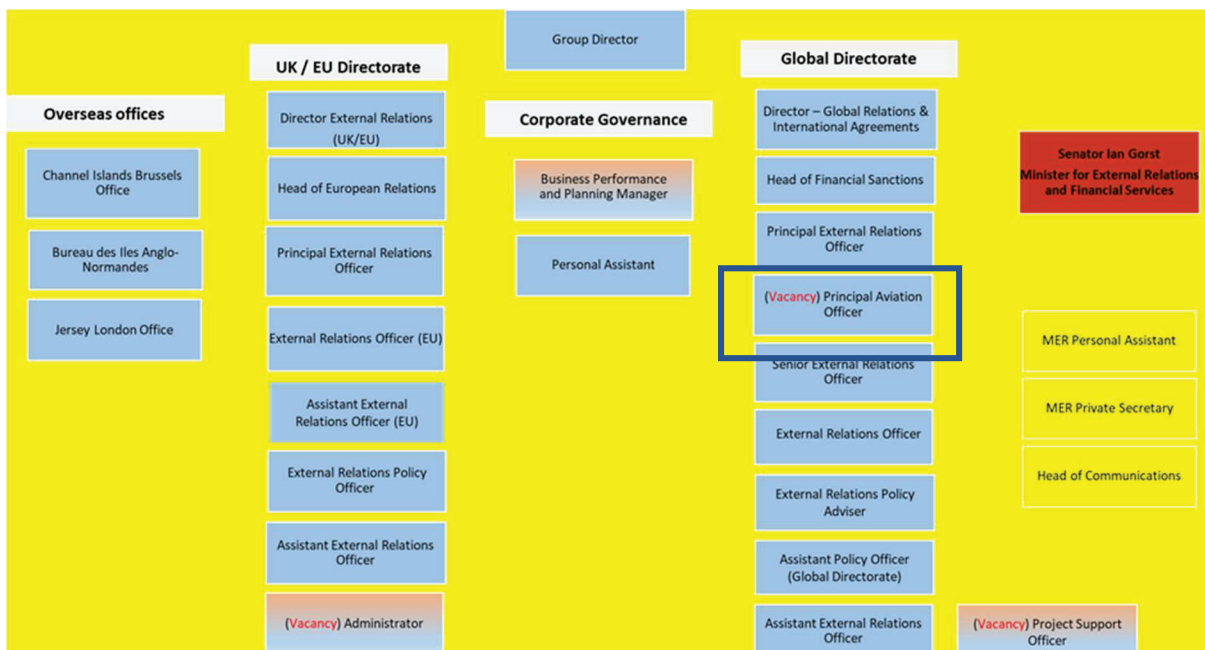
Fulfil the functions and responsibilities of the lead official within external relations on civil aviation (non-commercial) policy.

This is a Tier 4 role.

Organisational structure



Organisation chart



Person Specification

Specific to the role		
ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Minimum of degree level.	Professional qualifications in a relevant regulatory field (or the capacity to gain them).
Knowledge	<p>Comprehensive knowledge of Jersey, UK and international aviation regulations.</p> <p>Comprehensive understanding of IT and ability to adapt to new technology</p> <p>An in-depth knowledge of, or the ability to learn, the principles of quality assurance and aviation safety management systems</p> <p>A knowledge of or the ability to learn the aviation system in place at Jersey Airport</p>	
Technical / Work-based Skills	Computer literate with ability to operate the Microsoft Office package.	Driving licence O365 experience
General Skills/Attributes	<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, and customer-focused in their approach.</p> <p>Highly accurate, paying close attention to detail.</p>	
Experience	<p>Comprehensive professional knowledge gained over a minimum of 5 years, ideally in civil aviation regulation, supplemented with experience in a relevant professional strategic management role.</p> <p>A track record in successfully developing and delivering strategies and projects.</p>	

	<p>Experience of dealing with Island-based and external media successfully.</p> <p>The ability to demonstrate sound financial management and internal control experience.</p> <p>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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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. This is a Tier 4 role.