



States of  
Guernsey



Government of  
**JERSEY**

## CIVIL AVIATION

### DIRECTOR OF CIVIL AVIATION (CHANNEL ISLANDS) (DCA)

#### PART-TIME

#### POST DESCRIPTION

#### **POST SUMMARY:**

The post of Director of Civil Aviation<sup>1</sup> (Channel Islands) ("DCA") is a joinder of two statutory positions:

- (a) the Director of Civil Aviation for the Bailiwick of Jersey and
- (b) the Director of Civil Aviation for the Bailiwick of Guernsey

whereunder the holder has overall responsibility for, and oversight of, (i) the licensing and regulating of civil aviation activities; and (ii) the monitoring and implementation of local and international aviation safety and security standards across the Channel Islands (which comprise the Bailiwicks of Guernsey and Jersey).

The Bailiwicks' separate Offices of the DCA assists and supports the DCA undertake the role. Two full time Deputy DCAs (DDCAs), one from each Bailiwick, are appointed to assist the DCA to comply-with the prescribed functions and responsibilities as detailed primarily in:

- (i) the Aviation (Bailiwick of Guernsey) Law, 2008 (as amended) and Civil Aviation (Jersey) Law 2008 and
- (ii) the Air Navigation (Bailiwick of Guernsey) Law, 2012 and the Air Navigation (Jersey) Law 2014

(the 'Aviation Laws' and the 'Prescribed Functions' (to be used as appropriate)). Hyperlinks to these laws are included at the base of this document.

The successful candidate will initially be appointed as Acting Director of Civil Aviation. Following 6 months in post and a performance review, it is then intended that States of Guernsey and Jersey's Minister for External Relations & Financial Services will be asked whether they wish to confirm the post holder as Director of Civil Aviation in accordance with the Aviation Laws [for a further period of 30 months].

Without prejudice to the Prescribed Functions, and to assist applicants, the following general summary sets out the main functions and responsibilities of the DCA.

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<sup>1</sup> The successful candidate will initially be appointed as Acting Director of Civil Aviation for a initial [6/12] month period.

The DCA:-

- is responsible for the oversight and monitoring of the implementation of aviation safety and security standards across the Channel Islands.
- ensures compliance with the relevant international and national standards in respect of the same (and will be assisted in this task by the DDCAs for each of the Bailiwicks, both of whom will report directly to the DCA) and will consult with and advise the relevant bodies in each Bailiwick and where appropriate make recommendations for developments in local aviation legislation to ensure continued compliance by the Bailiwicks with civil aviation safety and security standards and regulation and current best practice.
- holds a number of regulatory responsibilities for Channel Islands Controlled Air Space and is required to work collaboratively with the European Aviation Safety Agency (EASA) who are also the Competent Authority for some services provided within the Channel Islands Control Zone.
- is responsible for the oversight of aviation security and meteorological services.
- is responsible for the provision, issuance and management of Aerodrome, Foreign Carrier and Aerial Work Permits.
- has regulatory oversight of the technical approvals for both the Guernsey Aircraft registry (2-Reg) under the Air Navigation (Bailiwick of Guernsey) Law 2012 and the Jersey Aircraft Registry under the Air Navigation (Jersey) Law 2014 (however, the day to day contacts with the registries will be through the respective Guernsey and Jersey DDCAs, each of whom will report to the DCA).
- monitors and reviews developments in international civil aviation law, regulations and standards and maintains the Bailiwicks' civil aviation regulatory framework in compliance with such standards. This responsibility includes developing and proposing appropriate amendments to the civil aviation legislation in both Guernsey and Jersey.

Whilst overall responsibility and oversight for the achievement of the Prescribed Functions rests with the DCA, the Aviation Laws permit the delegation of various functions. It is intended that the DCA will primarily focus on pan Channel Islands issues, and oversight of the DDCAs in relation to this, whilst the DDCAs carry out the day to day functions of the Office of the DCA in their respective Bailiwicks.

The DCA can delegate certain functions in respect of aviation safety and security to the DDCAs and / or Aviation Security Regulator in the Bailiwicks of Guernsey and Jersey, respectively. Without prejudice to the relevant prescribed powers of delegation in the relevant laws, delegated responsibilities to the DDCAs for both Bailiwicks include:

- Liaison with the appropriate technical staff regarding the implementation of safety regulations and security directions and instructions
- Ensuring the Bailiwicks are fully informed of all relevant aviation security measures which are to be made applicable to the Channel Islands

- Line management of personnel within the Jersey and Guernsey Offices of the DCA
- Monitoring mandatory occurrence reports submitted to the Office of the DCA (ODCA) from all airports and aircraft operators to identify trends and follow up on mandatory occurrence reports where deemed appropriate
- Overall management of work streams carried out in relation to the Guernsey and Jersey Aviation Registries respectively

Further, Prescribed Functions can also be delegated to various specialist third party individuals and service providers subject to robust oversight and governance.

## **RELATIONSHIPS:**

The DCA reports through the Committee *for* Economic Development in Guernsey and to the Minister for External Relations in Jersey (to the States of Guernsey and Jersey respectively) and additionally is subject to governance and scrutiny from an independent Civil Aviation Oversight Board.

The DCA is required to provide advice for Ministers and periodically engage with the Accountable Managers and the strategic leads of all Airports and other entities having responsibilities for aviation safety and security regarding matters of policy and operational safety and security.

The DCA reports equally to both Guernsey and Jersey, so he/she will regularly travel between the Islands. The DCA will need to establish a good working relationship and maintain regular contact (in person) with the Head of International Compliance in Jersey (who is responsible for managing the relationship with the Minister for External Relations), and with the States of Guernsey's Director of Operations, Economy, Infrastructure, Environment & Culture (who manages the relationship between the DCA and the Committee for Economic Development in Guernsey).

The DCA is responsible for establishing and maintaining close working relationships with the International Civil Aviation Organisation (ICAO), the UK Department for Transport, the UK Civil Aviation Authority (CAA) and subsidiaries, the EASA, the European Commission and other similar industry representative bodies on civil aviation regulatory, technical and commercial matters.

The DCA will maintain contacts with French aviation authorities to ensure compliance with the Memorandum of Understanding between the Government of the United Kingdom and the Government of the French Republic relating to the application of the Euro control route charges joint system in the Channel Islands Control Zone.

The DCA must establish and maintain a strong working relationship with the Deputy DCAs in both islands, the Aircraft Registries in Guernsey and Jersey and the Law Officers Chambers in Guernsey and Law Officers' Department in Jersey in relation to legal matters.

## **MAIN DUTIES AND RESPONSIBILITIES**

In addition to the overarching responsibilities noted above, the DCA must also:

1. To ensure the regulation and licensing of Guernsey, Jersey and Alderney Airports is conducted. This process includes confirming that periodic safety and aviation security assurance audits of all aerodromes are completed which cover Aerodrome Standards, Rescue and Fire Fighting Services, Air Traffic Control, Air Traffic Control Engineering and Aviation Security ensuring the appropriate implementation and effective operation of safety and security management systems at all of the airports;
2. To work with the Deputy DCAs in the application of each Bailiwicks' civil aviation legislation.
3. To work strategically including maintaining and communicating a State Safety Programme for the Channel Islands;
4. With the support of the DDCAs, to issue a monthly report to the Committee for Economic Development in Guernsey and to the Minister for External Relations and Financial Services in Jersey highlighting ODCA initiatives, general progress and any areas of concern.
5. To work within policy framework and contribute to the continuing development of each Bailiwick's civil aviation regulatory framework including, where appropriate, opportunities for developing new legislation to further enhance and develop the local economy;
6. To develop and publish periodic safety and aviation security promotional campaigns working in collaboration with relevant Channel Islands stakeholders and other regulatory organisations (DfT, CAA, EASA etc);
7. Line management responsibility for the Deputy DCA posts in Guernsey and Jersey;
8. To contribute toward discussions with HM Government on civil aviation strategic policy and regulation in the Bailiwicks;
9. To act as an ambassador for the ODCA and raise the profile and enhance the reputation of aviation and the Islands internationally;
10. In all respects, ensure that the aircraft registries operate in such a way as to protect and promote the reputations of Guernsey, Jersey and the United Kingdom.

### **KEY CRITERIA:**

#### **ESSENTIAL**

1. Significant experience of undertaking the role of a regulator and proven ability to focus on achieving the most efficient solution for a given situation. This will require working positively and proactively with all relevant parties towards solutions that satisfy commercial decision making but give priority to the safety and security of civil aviation;
2. A knowledge and understanding of, and preferably recent experience at a senior level, of civil aviation regulation;

3. A knowledge and understanding of law and regulation making processes, good understanding of the duties of regulators and ideally but not necessarily a knowledge of international civil aviation law;
4. An ability to gain an understanding of local legislation, the Channel Islands constitutional status and relationships with the EU and an appreciation of the economic and commercial implications to the islands of developments in aviation matters; and to function professionally and successfully within that framework;
5. A proven track record in effective and persuasive consultation and negotiation with industry bodies, Government Departments and other safety authorities;
6. Self-motivated with the personal qualities and experience to effectively regulate a vital part of the Channel Islands infrastructure and to represent their interests at inter-governmental level;
7. A demonstrably high degree of confidentiality with regard to sensitive security-related information;
8. Good organisational, analytical and evaluative skills;
9. The ability to make, and explain, difficult decisions based on complex evidence and to weigh and evaluate competing factors.
10. The ability to develop strategic policy and advice based on reliable evidence;
11. Willingness to work flexible hours and to travel between the Channel Islands on a regular basis.
12. Must be able to successfully complete and maintain a Counter Terrorism Check;

### **DESIRABLE**

1. A familiarity with the structure and responsibilities of the UK, EU and other international bodies dealing with aviation matters;
2. A formal legal qualification would be an advantage.
3. Prior experience of holding a statutory role, and/or experience of working closely with a statutory role holder.

### **KEY COMPETENCIES:**

#### **LEADERSHIP:**

- Understand where their own service / function sits within the organisation and what part it plays in achieving the organisations' visions and objectives
- Create a culture of flexibility and responsiveness so that their set of services / function is able to respond swiftly to changing priorities

- Navigate and balance a range of political, national and international pressures to shape public service strategy and priorities
- Understand and be able to deliver strategic direction and objectives

#### ACCOUNTABILITY:

- Accountable for the delivery of aviation safety and security regulation in the Bailiwick of Guernsey and the Bailiwick of Jersey in fulfilment of the prescribed functions and responsibilities of the DCA.
- Role model with strong leadership, influence, and accountability for the achievement of organisational goals
- Ensure that commercial considerations and risks are fully considered in policy and implementation decision making, formation and delivery
- Drive and deliver a culture that emphasises continuous improvement, efficiency and value for money.

#### TEAMWORK:

- Be highly articulate and credible at the most senior levels across and outside the Public Sector, consistently delivering inspiring, engaging and meaningful messages about the future direction
- Develop and maintain organisational commitment to problem solving, empowering people to work autonomously and achieve organisational results together
- Build a strong network of collaborative relationships and partnerships with all stakeholders, including at the highest levels in Government and beyond (UK, EU and globally).

#### APPOINTMENT

The Appointment to the role of DCA is set out in the respective Aviation Laws for each of the Bailiwicks.

The successful applicant will firstly be appointed to the role of Acting DCA for a period of 6 months to enable the Committee *for* Economic Development in Guernsey and the Minister for External Relations and Financial Services in Jersey to assess the Applicant's suitability for the role.

Once suitability is confirmed:-

- (a) the Committee *for* Economic Development in Guernsey will recommend to the States of Deliberation that they pass a resolution to appoint the Acting DCA as the DCA for Guernsey; and
- (b) the Minister for External Relations in Jersey will appoint the Acting DCA as the DCA for Jersey

Such appointment will be for a term not exceeding 3 years (although the office holder may be appointed for more than one term of office)

Hyperlinks

[The Aviation \(Bailiwick of Guernsey\) Law, 2008 \(as amended\)](#)  
[The Air Navigation \(Bailiwick of Guernsey\) Law, 2012](#)

[Civil Aviation \(Jersey\) Law 2008](#)  
[Air Navigation \(Jersey\) Law 2014](#)