



CIVIL AVIATION

DEPUTY DIRECTOR OF CIVIL AVIATION (BAILIWICK OF GUERNSEY) (DDCA)

SO5 OR O6

JOB DESCRIPTION

JOB SUMMARY:

Civil Aviation in the Channel Islands (the Bailiwicks of Guernsey and Jersey) is regulated by the Guernsey and Jersey Director of Civil Aviation (DCA). (There is one joint postholder for these roles.) The Bailiwicks' separate Offices of the DCA assist and support the DCA to undertake the joint role. Two full time Deputy DCAs (DDCAs), one from each Bailiwick, assist the DCA to comply with the prescribed functions and responsibilities, for the Bailiwick of Guernsey, these are detailed primarily in:

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

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 (Guernsey) Office 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 Aviation Registries

- The DDCA (Guernsey) will be required to work closely with the Aircraft Registrar and the Guernsey Aviation Registry service provider SGIG in support of the activities of the Aviation Registry, which is an economic enabler and source of positive engagement with aviation communities to the Bailiwick, this is a significant aspect of the role that may require out of hours working and at short notice

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

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

[The Air Navigation \(Bailiwick of Guernsey\) Law, 2012](#)

RELATIONSHIPS:

The DDCA reports to the DCA, who in turn 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 DDCA supports the DCA to provide advice for political representatives and Committees 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 DDCA must establish and maintain a strong working relationship with the DCA, the Aircraft Registry in Guernsey and the Law Officers Chambers in Guernsey in relation to legal matters. The DDCA will also have to establish good working relationships with regulated entities within the Bailiwick.

The DDCA will line manage a number of staff members, including the following:

- Aviation Security Regulator
- Head of Flight Operations
- Head of Airworthiness
- Head of Safety & Rulemaking
- ODCA Officer

MAIN DUTIES AND RESPONSIBILITIES:

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

- Regulate and licence airports in the Bailiwick. This 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.

- Support the DCA, with the assistance of legal advice, in the application of the Bailiwicks' civil aviation legislation.
- Work within the parameters of the State Safety Programme for the Channel Islands.
- Support the DCA to issue a monthly report to the Committee for Economic Development in Guernsey highlighting ODCA initiatives, general progress and any areas of concern.
- Work within policy framework, including ICAO Safety Oversight Manual (Doc 9734), ICAO Aviation Security Oversight Manual (DOC 10047) and other framework documents, and contribute to the continuing development of the Bailiwick's civil aviation regulatory framework including, where appropriate, opportunities for developing new legislation to further enhance and develop the local economy.
- 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).
- Undertake line management responsibility for the Assistant DCAs and support staff, managing training and recency of specific key aviation requirements of competency.
- Support the DCA and contribute toward discussions with HM Government on civil aviation strategic policy and regulation in the Bailiwick.
- Act as an ambassador for the ODCA and raise the profile and enhance the reputation of aviation and the Islands internationally.
- In all respects, ensure that the Guernsey aircraft registry operates in such a way as to protect and promote the reputations of Guernsey and the United Kingdom, while acknowledging the importance of the commercial objectives of the States of Guernsey through the functions of the Aircraft Registry.

KEY CRITERIA:

ESSENTIAL

1. Significant experience of undertaking the role of a regulator and proven ability to focus on achieving the most efficient and effective solution for a given situation. This will require working positively, proactively and pragmatically with all relevant parties towards solutions that satisfy commercial decision making while giving 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 and support a vital part of the Channel Islands infrastructure and to represent their interests at inter-governmental level;
7. Demonstrable ability to maintain a 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. The ability to successfully complete and maintain a Counter Terrorism Check as a minimum with the view to obtaining full Security Clearance (SC).

DESIRABLE

12. A familiarity with the structure and responsibilities of the UK, EU and other international bodies dealing with aviation matters.
13. A formal legal qualification or a bachelor's degree, or a recognised management qualification relevant to the aviation industry or a closely related field.
14. Prior experience of holding a statutory role, and/or experience of working closely with a statutory role holder.

KEY COMPETENCIES:

LEADERSHIP

- Seek and encourage ideas, improvements and measured risk taking within own service /function in order to improve outcomes.
- Identify and shape how own service or function fits within and supports the work of the public service.
- Challenge the status quo in own and related service / function to achieve value-adding improvements and change.

TEAMWORK

- Lead from the front, communicating and motivating people towards stretching goals
- Champion development, talent and career management for all staff and make learning a reality by encouraging and providing a range of development experiences
- Communicate with conviction and clarity in the face of tough negotiations or challenges

ACCOUNTABILITY

- Act as a role model for delivery by demonstrating enthusiasm and energy to achieve results.
- Translate complex aims into clear and manageable plans and determine resource requirements to support implementation.
- Manage strategic commercial relationships and service delivery arrangements actively and effectively to provide ongoing value for money.
- Facilitate flexible use of resources across grades through innovative structuring of teams and resources within own area
- The ability to weigh and balance complex information in a reasoned and evidence based manner in order to make regulatory decisions and the ability to take responsibility for the same.