

Compliance Administrator

A challenging and rewarding position awaits you in Thunder Bay with the Ministry of Transportation's Remote Northern Transportation Office, working to ensure safe and reliable transportation to remote communities. Are you highly organized, proactive and looking for a challenge in a fast-paced environment? If so, then join the Ministry of Transportation's newly created team leading the Safety, Regulatory Compliance, Emergency Management and Training requirements, where you will be responsible for ensuring compliance with airport regulations, including the Canadian Aviation Regulations (CARs). Working as a member of a this dynamic team, you will apply your experience, analytical and problem-solving skills and knowledge in airport compliance regimes, and Transport Canada regulatory requirements to the safe operation of the Remote Northern Transportation Office's - 29 airports.

Located on the north shore of Lake Superior, under the protective watch of the Sleeping Giant, Thunder Bay is rich in people and resources, and connects Northwestern Ontario to the world. Thunder Bay promotes economic development, education, friendship, goodwill, education, and tourism.

The City of Thunder Bay provides a balance of services that improves quality of life and supports its economy in a responsible manner. From parks and recreation to transportation, clean drinking water or waste management, Thunder Bay is always working to live up to its motto, Superior By Nature.

For more information, please visit [Thunder Bay](#).

What can I expect to do in this role?

In this position, you will:

- Support the development of management and corrective action plans to ensure all airports maintain certification.
- Develop materials, programs and services to ensure compliance with applicable legislation and regulations.
- Develop, update and review complex technical manuals, and general and ministerial correspondence.
- Support the operation, use and preparation of reports from the SMS Database program

NOTE: You will be required to travel occasionally to remote northern communities not accessible by public transit or all-season roads.

Location: Thunder Bay

How do I qualify?

Technical Knowledge

- You have knowledge of applicable legislative and regulatory requirements, policies, procedures and operating guidelines to assess impacts on compliance regimes related to remote northern airports.
- You have knowledge of Safety Management Systems (SMS) to ensure compliance.
- You have knowledge of airport topographical surveys and related operational requirements to communicate information to stakeholders.

Research and Analytical Skills

- You can utilize analytical skills to complete reviews, carry out data analysis activities, review airport topographical surveys, make recommendations and identify compliance and issue mitigation tactics.
- You have the ability to develop, revise, update and write complex technical and operational manuals.
- You have strong organizational skills to plan, organize and monitor own work (i.e., determining work priorities and setting individual assignments).
- You have the ability to interpret legislative and regulatory requirements and to advise colleagues, managers and stakeholders as appropriate.

Communication Skills

- You have strong oral and written communication skills and presentation skills to communicate legislative and regulatory requirements and technical information, prepare technical reports and present findings using standard computer applications.
- You have developed interpersonal skills to establish and maintain effective relations with various internal and external stakeholders.

Problem Solving and Political Acuity Skills

- You use political acuity to appropriately handle sensitive information, issues and situations and when issues require the attention of management.
- You have the ability to identify issues that have the potential to adversely affect the organization, ministry or external stakeholders (e.g., Regulators, First Nation communities, air carriers, etc.).

Salary Range: \$29.93 - \$35.83 per hour

Additional information:

- 1 Permanent, 623 South James St, Thunder Bay, North Region

Please apply online, only, at www.ontario.ca/careers, quoting **Job ID 120998**, by **Monday, March 19, 2018**. Please follow the instructions to submit your application. Faxes are not being accepted at this time.

If you require accommodation in order to participate in the recruitment process, please contact us at www.gojobs.gov.on.ca/ContactUs.aspx to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation will be provided in accordance with Ontario's *Human Rights Code*.

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