



Job Opportunity

Position Title: Compliance Officer	Posting Date: December 20, 2018
Supervisor: Manager, Operations	Closing Date: January 15, 2019 at 12:00

London International Airport is a dynamic facility located in the heart of Southwestern Ontario. The airport connects our community to the world and enhances the economic and social prosperity of our region. London Airport houses a wide variety of aviation based businesses from aircraft manufacturing to flight training and after-market maintenance, and serves some 500,000 passengers annually with direct airline service to several domestic and international destinations.

Job Summary

The successful candidate will be responsible for the daily operation of the Airport Safety Management System (SMS) through processing of reported safety issues and incidents and conducting safety Hazard Reviews under the London International Airport SMS.

The incumbent will also be responsible for delivery of security and emergency preparedness training to airport staff as well as development and delivery of regular emergency exercises to test existing response plans. In addition to Emergency Preparedness and training, the incumbent will provide support to London Airport Operations by developing/implementing operational training programs under the direction of Airport Management.

Specific Job Responsibilities

Administrative Duties

- Provides assistance to the Manager, Operations through maintenance of the Emergency Response Plan. Ensures all copies are current and kept up to date by plan holders
- Performs internal audits and emergency exercises to review emergency performance. Prepares related reports, makes recommendations for enhancements and assists with the implementation of recommended changes
- Communicates with tenants and employees on airport emergency awareness
- Liaisons with outside agencies such as City of London Emergency Operations Centre, City of London Fire Department, London Police Services, and CATSA as required in execution of the ERP testing and for related training or exercises
- Oversees and maintains all Airport Technical Drawings and related documents
- Conducting daily review of hazards reported through the London Airport SMS System, and recommending issues for investigation to the SMS Manager
- Other Duties as assigned



Training

- Plans, coordinates, and runs tabletop and live emergency exercises with airport staff, tenants and outside reporting agencies. Holds exercise debriefs, and develops action plans to implement lessons learned
- Assists the Terminal Services Supervisor as required with the training of Terminal Operations Staff personnel in security procedures as related to the Emergency Response Plan
- Assists the Airside Supervisor as required with the training of Airside Operations Staff in procedures as related to the Emergency Response Plan

Qualifications

- Although the position does not have direct supervisory responsibilities, the incumbent is required to be able to establish and maintain effective working relationships with all staff, tenants, customers and the general public
- Post-secondary education in Aviation Operations and Management or a related field, or a minimum of five (5) years of pertinent aviation operations experience
- Enthusiastic, energetic, self-motivated, organized and a team player
- Familiarity with, and able to read, analyze, interpret and explain regulatory documents such as Canadian Aviation Regulations, Canadian Aerodrome Security Regulations, TP312, etc.
- Competence with Auto-Cad
- Strong analytical and problem solving skills
- Valid Ontario driver's license with good driving record and the ability to pass security background check in order to hold a RAIC pass

Hours of Work

- Normal shift schedule based on 37.5 hours per week – Monday through Friday
- Will be required to work overtime or flex hours to cover off operational requirements as needed
- Be part of the London Airport Duty Manager rotation
- This is a salaried position and as such overtime is expected from time to time without direct compensation. The Manager of Operations will determine when time off in lieu of overtime payment is applicable

If you believe you would be a good fit, and would like to join the London Airport team please forward your Resume and Cover Letter to HR@flylondon.ca prior to 12 noon on January 15th. We thank you in advance for your interest, but only those applicants who qualify for an interview will be contacted.

The London International Airport is an equal opportunity employer.