

Job title: Compliance Manager

Department: Airport Management

Reporting to: Operations Director

Location: London Oxford Airport

Date: April 2024

Main purpose of the role:

Reporting to the Operations Director (OD), the Compliance Manager (CM) is responsible for the development, overall day to day management, and continuous improvement of the compliance monitoring system and for conducting compliance audits of all airport departments in accordance with the Management System at both London Oxford Airport and The London Heliport.

Main responsibilities of the role:

- Development and maintenance of the auditing of all operational areas, including the issue of corrective actions and follow up actions to closure, including third parties and suppliers;
- Overall responsibility for undertaking, producing and managing an internal and external audit and compliance programme;
- Generate, conduct and monitor audits and challenge audit outcome actions;
- Support other managers in understanding how to resolve findings and achieve regulatory compliance;
- Conduct audits of third parties and suppliers;
- Streamline the audit process;
- Administer the audit system, including the uploading of all documentation and maintenance of audit records;
- Maintenance of document control processes and procedures, including pre-publication document review's;
- Act as the focal point for the Civil Aviation Authority's (CAA) oversight programme for Aerodrome/Heliport and Air Navigation Service Provider approvals at both sites;
- Monitor and process CAA audit reports and findings ensuring that response/closure deadlines are met;
- Co-ordinate responses to third party audit requests from customers/operators;
- Deliver Management System training to members of staff whose job role requires it;
- Monitor general airside administration and inspection processes for compliance including ongoing competency of all personnel;
- Provide accurate reporting and management information on all aspects of the airport's operational performance;
- Make appropriate recommendations to the management team to achieve/maintain compliance;
- Ensure the company's change management process is implemented and followed, providing guidance to other managers where necessary;
- Chair the Change Management Review meetings;

- Monitor the CAA website to identify any changes to regulations or policy, which may impact operations at either London Oxford Airport or The London Heliport;
- Support the Safety and Security Manager in monitoring airside safety and investigating reported accidents, incidents or near misses;
- Manage processes for safeguarding of the aerodrome and local airspace environment, including in relation to planning applications and temporary obstructions or structures;
- Liaise and advise the Operations Director on all compliance matters, future requirements and proposed developments.

To undertake additional tasks and/or duties as required by the Managing Director/Operations Director within the limits of your knowledge and competence.

The role requires an excellent level of knowledge of aerodrome operations and the roles of each department. An exceptional eye for detail, excellent communication at all levels and a good understanding of Microsoft Office is essential.

Previous experience working within an aviation environment is essential, with a proven track record of success in achieving regulatory compliance.

Level of responsibility:

Managerial

Working conditions

Position: Salaried

Hours: 40 hours per week - On occasions It may be necessary and essential to work unsociable hours to meet the demands of the business.

Location: The role is office based at London Oxford Airport with the requirement for monthly visits to The London Heliport