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| Post Title: | Instrument Flight Procedure (IFP Designer) | | |
| Salary Range: | Negotiable Depending on Experience | | |
| Responsible To: | IFP Accountable Manager | Staff Managed: | N/A |
| Draft at this Stage | No | Date of Issue: | 21/02/2022 |

Job Description

Responsibilities

Job Purpose

The purpose of the role is to assist Cyrrus in providing its customers with a comprehensive aviation consultancy service that satisfy their individual needs and exceed expectations. The primary focus of this role is in the IFP domain with assistance in related airspace and Air Traffic Management (ATM) activities.

The role of IFP Designer will be responsible to the Principal IFP Designer for the supervision of delivery of IFP activities for Cyrrus. The IFP Designer will be required to maintain their design capabilities in IFP Design and Validation for Conventional and PBN procedures. Other responsibilities include:

- Assist the Principal IFP Designer in the approval process for new regulatory opportunities.
- Contribute to the review and maintenance of the Cyrrus Procedure Design Manual (PDM) and associated quality procedures to ensure it meets minimum regulatory requirements.
- Ensure design compliance across all activities within the PDM.
- Maintain good relations with IFP vendors and ensure all resources are maintained.
- Assist the Cyrrus Management team in identifying new opportunities and assist in the Business Development activities as identified in the 7-Gate process.

Leadership Skills

This role is not a management role but there will be a requirement to assist and mentor Technical Assistants in IFP and ATM and Safeguarding. This will include providing training in accordance with the Cyrrus PDM.

Competency Skills

Core tasks and skills for this position include, but not limited to:

IFP Designs

- IFP design and validation activities as per the Cyrrus regulatory approval certificate issued by the UK Civil Aviation Authority;
- Design and oversight of IFP development and production in accordance with ICAO PANS OPS Doc 8168, UK CAP 785/778, relevant state documents and related national differences to Doc 8168 as notified in the UK AIP or other state documentation;
- The control and maintenance of IFP databases and design records in accordance with Cyrrus PDM and Quality Management System (ISO 9001:2015 certified);
- Ensure all procedure design undertaken by Cyrrus Ltd is in accordance with ICAO Doc 9906 and relevant state quality control documents;
- Adaptation and refinement of Company design processes in response to emerging national and international policies pertaining to IFP design;
- Liaise with IFP design staff and the Regulatory Authorities to ensure compliance with the appropriate State design criteria requirements;
- Ensure all design activity is in accordance with the Instrument Flight Procedure Manual for the relevant State;
- Ensure all documentation relating to IFP Design is kept up to date;
- Prepare for and take a full role in any audit's undertaken for the purpose of IFP accreditation by relevant States;
- Accurately maintain IFP Section and personal Training Records.

Safeguarding

- Conducting those Safeguarding tasks allocated to you that are within your area of competence;
- Undertaking Safeguarding assessments detailing the effects of new development on Airport Air Navigational Equipment, Obstacle Limitation Surfaces and IFPs;
- Maintain an up-to-date knowledge of Safeguarding requirements (Physical and IFP) including policy changes result from ICAO/EASA/EUROCONTROL or UK legislation;
- Control and maintenance of safeguarding databases and design records in accordance with Cyrrus Quality assurance and quality control processes (ISO 9001:2008 certified);
- Develop Safeguarding Maps to Customer Requirements;
- Use and maintain currency in the application of specialized computer software to analyse the impact of Safeguarding tasks and compile results and reports where appropriate;
- Development of Company design and safeguarding methodologies and associated tools;
- Liaison with airport managements, local planning authorities and developers as required by tasks.

Product support

- Use of planning tools to maintain project information and facilitate audit trails;
- Assist in the organization and scheduling of tasks to meet customer and project deadlines.
- Any other associated Air Traffic Management (ATM) task where you are deemed to have the suitable qualification and skills to produce a satisfactory result.

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Information Technology Support

- Assisting with company IT regulation, maintenance and software rollout programmes including PHX.

Miscellaneous

- Comply with the Cyrrus Quality Management System;
- Provision of general support and assistance to all reasonable requests made by the Principal IFP Designer.

Skills and Knowledge

- Ability to prioritise workloads and work to deadlines;
- Commitment to Customer Care;
- Communication and Presentation Skills (Written and Oral);
- Ability to develop solutions as well as identify problems;
- Local Computing Skills (Software);
- Ability to Work on own Initiative without Close Supervision;
- Ability to analyse documents and define action plans to resolve the issues working with key staff within Cyrrus;
- Be able to multi-task effectively due to the demand of Directors, staff and customers.
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Qualifications and Experience

- Proof of successful qualification in:
 - PANS-Ops ICAO 8168 Basic Course;
 - PANS-Ops ICAO 8168 Advanced Course;
 - Procedure Design Software
 - CAD Software;
 - Aeronautical Charting Software.
- Thorough working knowledge of ICAO PANS OPS Doc 8168 and related documents associated with IFP Design services;
- UK CAP 785/778 and related national differences to Doc 8168 as notified in the UK AIP.

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Occupational Skills

- Ability to work under the pressure of deadlines and manage priorities
- Ability to manage own workload and deliver on multiple projects/tasks simultaneously
- Excellent written and verbal communication skill
- Strong technical and analytical skills
- Self-motivated
- Able to demonstrate a customer service focus
- Organised approach to the work
- Attention to detail
- Presents data/information in an accessible, clear format suitable for a varied audience.
- Skilled in the use of:
 - MS Word
 - MS Excel
 - MS Outlook
 - MS SharePoint
 - AutoCAD
 - Geodesy conversion software
 - IFP Design software

Other Requirements

- Outgoing, enthusiastic and self-motivated;
- Team working;
- Good interpersonal skills.
- Available to undertake tasks away from company premises, travelling abroad, involving overnight accommodation away from company locations;
- Ability to provide clear professional advice to other SMEs with varied skill sets;
- Confident in dealing with clients and managers at all levels.

Quality Management System (QMS) Requirements

Environmental Management System (EMS) Requirements

The role is responsible for:

- Operating within a clearly defined QMS/EMS.
- Adhering to company policies and procedures.
- Promotion of Customer Focus.
- Managing the efficient use of resources to meet requirements.
- Promoting continuous improvement throughout Company operations.

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Customer Service

Offer the best level of service to customers and behave in a way that gives them confidence in our capability. Customers will be treated as individuals, with respect for their diversity, culture, and values.

Data Protection (GDPR)

Comply with the Cyrrus policies and supporting documentation in relation to GDPR and Confidentiality.

Health and Safety (H&S)

- Be aware of and implement your H&S responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the H&S policy and procedure;
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities

- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement;
- Commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect, human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

Flexibility

Cyrrus provides front-line services which recognises the need to respond flexibly to changing demands and circumstances. Whilst this outline job description provides a summary of the key aspects of the role, this may need to be adapted or adjusted to meet changing conditions. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Cyrrus Policies and Procedures and be willing to serve extended period away from the office commensurate with project requirements.