



## WE ARE LOOKING FOR A NAVIGATION OFFICER

REFERENCE CODE: ASLB21-050  
DEPARTMENT: Flight Operations

### PURPOSE OF THE JOB



- To assist and support the Flight Operations department on route optimization, aircraft performance analysis and flight planning system administration to constantly improve efficiency of current flight operations.
- To support the Performance Engineer for all ETS related matters and assist the FOSM to prepare the Price-Waterhouse audit for CR/CO2 emissions on an annual basis.
- In coordination with the Flight Operations Support Manager, to take part in special programs/projects such as fleet development / aircraft technology evaluation, feasibility studies; to identify, submit development and implementation projects of new processes and procedures, technologies, and tools to enhance the efficiency of the department.
- Act as Flight Operations Safety Representative to deal with Crew reports, perform Safety investigations and be responsible as Safety Action Group secretary and responsible for Department Safety Risk Assessments.

### KEY ACTIVITIES



- Maintain the navigation database in our systems (FMS, OPT, Jeppesen);
- Act as back-office and support for Dispatch;
- Maintain Flight Planning System (FPM Administrator), liaise with service provider
- To lead the implementation of business cases with the different stakeholders and track the service performance and follow up on any issues after implementation,
- Assist the Flight OPS support manager to ensure efficient route study analysis: calculations of possible routes, optimization, in coordination with Security Department, identify route improvements for the routes already operated;
- Compute route and cost analysis in response to Commercial Department requests;
- Ensure approval for special airport operations as required by regulations or local authorities;
- Preparation and maintenance of aerodrome assessments and briefing materials;
- Maintain company authorized and category aerodrome listing including alternate listing;
- Compile briefing material in cooperation with the sector Chief Pilot;
- Prepare navigation material related to new destinations and ad-hoc flights;
- Second the flight OPS support manager in the preparation of OM Part C amendments;
- Be the principal point of contact for the Flight Operations Department for all SMS (Safety Management System) related matters; as the Safety Representative of the department, become a specialist in the risk assessment process, set up Flight Ops SAG (Safety Action Group), be responsible for internal safety

investigation and prepare with the Director Flight Operations the Safety Review Board (SRB) with the Accountable Manager;

- Be an active member in the Emergency Response Plan (ERP)
- Be the representative of the Flight Ops support department in the FSAG (Fatigue Safety Action group);
- Assist the EFB administrator on maintenance and testing of the performance tools;
- Must become an Expert in aircraft performance to support the performance engineer;
- Ensure that Performance Based Navigation authorizations required by the type of operations conducted by the company are obtained and maintained for all fleets operated by the company;
- Support the Standard Captain in preparation of ferry flights and Maintenance Check Flight
- Act as Maintenance Task Specialist on board MCF as per MCF regulations and manuals;
- Act as a focal point for all ETS related matters;
- Ensure that the airline meet the required standards to comply with the EU ETS: coordinate and collect the required information, ensure accurate and reliable information are made available to meet the reporting requirements...
- Continuously seek for and put forward improvements and optimisation opportunities in terms of cost, performance, reliability and risk-assessment within the Airlines;
- Ensure user manuals (FOP), technical documentation and procedures are in place ensuring proper knowledge transfer;
- Teach ground training related to aircraft performance and flight operations matters, induction of new pilots, training to dispatchers;
- Assist the flight OPS support manager during internal audit in the scope of IOSA certification;
- Ensure that financial and operational objectives are met, by developing and maintaining a set of relevant and agreed Key Performance Indicators. Regular reports are being timely issued, departmental meetings are held and minuted and action plans agreed with set tasks and deadlines and communicated.

## REQUIREMENT & QUALIFICATIONS



- An operational background, like a pilot or other relevant training, or experiential background in Flight Operations Dispatcher is an asset.
- Engineer degree is an asset
- Project Management diploma
- EASA SMS advanced training
- Thorough knowledge of aircraft performance and flight planning.
- Working knowledge of air traffic management, aircraft mass and balance, aviation regulations, meteorology.
- In depth knowledge in SMS (Safety Management System) including investigations and Safety Risk Assessment
- Excellent English level (Equivalent to ICAO level 6)
- Project Management Experience and proven track record is an asset
- Able to demonstrate accuracy, analytical skills and is objectives oriented.
- Good communication skills in both English and French with all levels in a clear, factual manner.
- Flexible and ability to work under pressure / Good to handle stressful work situations.
- Work in an organized way to be able to meet set deadlines.
- Computer literate, MS Office with good administration skills.
- Good to plan, coordinate and have attention to detail and structure.
- Fluent in English and French (written and spoken).
- In depth Knowledge in Ops Software (AIMS, Sabre, IQSMS....)

- To display a positive, open, and cooperative behaviour to facilitate a good relationship inside and outside the department, avoid and help to solve conflicts.
- To maintain a professional office environment with due regard to confidentiality and security of aircraft data.
- To be rigorous, precise, well organized, solution orientated, proactive, etc.
- To take initiative to propose areas of improvement.
- To be self-employed, initiative-taker, quality conscious and focused on getting completed tasks under deadline.
- Flexible and strong team player.

## TERMS AND CONDITIONS

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- Permanent contract
- Full time - Office hours from Monday to Friday but demand for personal flexibility and be contactable (work outside office hours)
- Be part of flight missions on a regular basis
- High level of stress induced by Emergency response involvement.

### Want to come on board ? Apply now !

Register online and fill in the application form with CV and motivation letter via BlueSky, Cezanne or via our job portal:

**<https://www.aslairlines.be/aslJobs>**