

## Role Profile: Aviation Compliance Administrator

<b>Job Title:</b>	Aviation Compliance Administrator	<b>Reports to:</b>	Aviation Compliance Team Leader
<b>Level/Salary Range:</b>	TBC	<b>Position Type:</b>	Permanent, full time
<b>Job Purpose</b>			
The Compliance Team administrator works closely with the Compliance Team Leader to support the day to day running of the compliance function. The Aviation Compliance Administrator uses a number of different systems, communicates with candidates, branches, customers and external bodies to create Aviation Security Vetting packs.			
<b>Job Description</b>			
<b>Compliance</b> <ul style="list-style-type: none"> <li>• Apply and chase references and validating associated documents</li> <li>• Apply and approve DBS checks</li> <li>• Liaise with various branches throughout the referencing process</li> <li>• Work closely with in-house and airport systems to process and compile vetting data</li> <li>• Attend weekly branch meetings with the compliance team and airport branches for updates</li> <li>• Ensure vetting packs are completed and achieved within set KPI's</li> <li>• Update compliance trackers to ensure correct and keeping them up to date.</li> <li>• Draft forecast emails to each airport, with predicted forecast of vetting packs</li> <li>• Proactively provide feedback and escalate risks to the business through compliance team leader and management</li> <li>• Update and maintain records accurately on various databases and systems</li> </ul>			

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<ul style="list-style-type: none"> <li>Support internal and external audits when required</li> </ul> <p><b>Ad-hoc Support</b></p> <ul style="list-style-type: none"> <li>Administrate signatories to the airports, for allocating airport security passes</li> </ul>	
<b>Essential qualifications, skills, or experience</b>	<b>Desired qualifications, skills, or experience</b>
<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Excellent attention to detail and accuracy</li> <li>Ability to multi-task and prioritise workload effectively to meet deadlines</li> <li>IT literate (including Microsoft Office/Excel)</li> </ul>	<ul style="list-style-type: none"> <li>Administration or Clerical Experience</li> <li>Maths and English to GCSE or above</li> </ul>
<b>Key Competencies/ Behaviours/ Attributes</b>	
<b>Winning Good Business :</b>	
Results Driven	Demonstrates drive and enthusiasm to make a difference to customers and meet deadlines
Innovation	Generates new ideas and solutions for day to day issues which can add value for customers

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Decision Making	Evaluates options by considering implications and consequences; chooses an effective option to ensure outcome is successful
Resilience	Deals with setbacks to overcome challenges and difficulties and stays focused on critical tasks
<b>Improving Efficiency:</b>	
Analytical Thinking	Analyses information, patterns and gaps in a logical way; carries out basic calculations
Problem Solving	Identifies problems with own work and takes responsibility for finding a solution and fixing mistakes regardless of the causes
Knowledge Sharing	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice
Communication	Actively listens and conveys information appropriately and simply; checks to confirm information is received as intended
<b>Delivering Operational Excellence:</b>	
Continuous Improvement	Recognises problem areas, strives to understand causes and tries to recommend solutions to prevent re-occurrence
Handling Change	Identifies good ideas to solve problems and address issues; embraces change
Customer Focus	Understands customer need, builds and maintains strong relationships and makes use of feedback to deliver great service
Self-direction	Takes accountability for own actions and takes initiative to make things happen and achieve objectives
<b>Developing the Best People:</b>	
Developing Self	Supports own personal development; accepts and gives feedback and is not afraid to ask 'how?'

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Managing Self	Effectively manages own time, resources and relationships to ensure that work is completed efficiently
Teamwork	Identifies ways to involve others and use their knowledge, ideas & skills to achieve team goals more effectively; celebrates success for everyone, and is motivated to contribute to the team
Building Relationships	Develops a wide network of positive relationships both within and outside the business to deliver results

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