

Role Profile: Aviation Compliance Administrator

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

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<ul style="list-style-type: none"> Support internal and external audits when required <p>Ad-hoc Support</p> <ul style="list-style-type: none"> Administrate signatories to the airports, for allocating airport security passes 	
Essential qualifications, skills, or experience	Desired qualifications, skills, or experience
<ul style="list-style-type: none"> Excellent communication skills Excellent attention to detail and accuracy Ability to multi-task and prioritise workload effectively to meet deadlines IT literate (including Microsoft Office/Excel) 	<ul style="list-style-type: none"> Administration or Clerical Experience Maths and English to GCSE or above
Key Competencies/ Behaviours/ Attributes	
Winning Good Business :	
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
Improving Efficiency:	
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
Delivering Operational Excellence:	
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
Developing the Best People:	
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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