

June 27, 2022



Senior Aviation Regulatory and Compliance Specialist

Kitchener, ON CA

Posting No. 034

Category: Full-time

Avia NG Airport Consultants represents the NextGen in airport consulting and brings together a unique team of experienced engineers, planners, technologists and pilots that share a passion for airports and aviation. We take pride in creating and fostering a work environment where each person is treated as an individual and not a number. This passion motivates and drives us to deliver timely, high quality and innovative services to our clients and business partners.

We like to think this has been the reason we've been growing so rapidly, because our employees are just as important as our clients. We treat all with integrity and foster transparency in our work - this is what fuels our success.

We are currently seeking a Senior Aviation Regulatory and Compliance Specialist to join our Aviation Planning and Advisory division.

What are the perks?

Working with us of course!

As awesome as we are, we also make sure you're well compensated and rewarded for your performance with bonuses and profit sharing.

Is that all? Absolutely not, mediocre is not an option with us.

We offer:

- RRSP - Company matching contribution
- Company paid benefits
- Opportunities for growth and development
- Flexible working hours
- Up to three weeks vacation in your first year

Why are we hiring?

Avia NG recently expanded its range of services with the formation of a designated division for Planning and Advisory.

The New Aviation Planning and Advisory division focuses on providing planning for airport and heliport infrastructure projects and related services including but not limited to master planning, land use planning, terminal and facility planning, feasibility studies, cost-benefit analysis, airfield capacity evaluation, regulatory compliance, and operations advisory. In addition, our team offers services in aeronautical impact assessments, zoning regulation, aircraft noise modeling, and site development planning.

What does a typical day look like for an Aviation Regulatory Compliance Specialist?

Reporting to the Practice Lead for Aviation Planning and Advisory, the position would include being responsible for a broad range of services related to aviation regulatory compliance, operations advisory, strategic planning and design conformance.

Additional duties would include:

- Prime responsibilities relate to the completing of aeronautical impact assessments, quality assurance audits, regulatory compliance and design conformance reviews, the implementation and review of safety management systems, and the preparation of aerodrome operations manuals, procedural documents, and associated plans.
- The position of Senior Aviation Regulatory and Compliance Specialist will require the individual to work cohesively with others at Avia NG including but not limited to Planners, Specialists, Engineers, Designers, and Project Managers in delivery of services to Avia NG's clients. These services may require the individual to undertake the following:
 - contribute to various aviation technical studies and when assigned serve as project coordinator and/or project manager;
 - prepare and deliver aviation training programs related to CARs Part III compliance, TP 312, ICAO Annex 14 and SMS;
 - facilitate, participate in and/or complete Hazard Identification and Risk Assessments for clients throughout Canada and internationally;
 - conduct quality assurance audits in the role of team member or lead auditor;
 - participate in public and stakeholder engagement processes;
 - conduct aeronautical impact assessments;
 - assist in the development and preparation of figures, design drawings, and technical reports;
 - maintain up-to-date knowledge of current Transport Canada, ICAO, FAA and related standards and recommended practices.
 - enhance knowledge of requirements of reviewing agencies such as NAV CANADA and Transport Canada; and
 - other duties as assigned or required.

What do we need from you?

Our best fit for this role is an individual who prides themselves as a master of time management and multi-tasking. They possess excellent communication skills and are able to take initiative independently.

Additional skills and experience we are seeking:

- Bachelor's Degree, equivalent advanced College diploma, or Master's degree in aviation management, planning or a related field.
- Minimum ten (10) years demonstrated experience in aviation consulting, airport or air carrier operations, or in an aviation regulatory compliance oversight role.
- Strong communications and report writing skills.
- Demonstrated ability to prioritize/manage multiple project timelines.
- Mature, self-motivated individual possessing effective communication skills and ability to work in a team environment and/or independently with minimum supervision.

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- Demonstrated experience with full suite of MS Office programs (MS Word, Excel, Access, Outlook, PowerPoint, MS Project, etc.)
- Experience working with Autodesk design software is consider an asset.
- Working knowledge of airport planning and design standards.
- Experienced completion of on-site audits, and in the preparation of audit reports and findings forms.
- Experienced in analyzing findings from Transport Canada Program Validation Inspections (PVI), and/or Quality Assurance Audits.
- Experienced in preparing financial proposals and related bid documentation.
- Experienced in completion of aeronautical impact assessments.
- Some travel will be required as part of the normal delivery of services, and at times may require extended duration stays associated with extension of staff services.
- The position requires that the individual possess a valid Radio Telephone Operators Certificate and be familiar with typical AVOP procedures as work on active runways will be required from time to time.
- The successful candidate will be required to participate in business development activities, and support company initiatives related to marketing and the growth of the business.

This position may require periodic travel within Canada and all candidates are expected to have a valid drivers license.

Interested candidates should submit a cover letter and resume by email to info@AviaNG.ca. Avia NG is committed to providing equal opportunity to candidates of all abilities. Should you require assistance during the recruitment process, please send us a message at the email address noted above.

We thank all applicants for their interest in Avia NG; however, only those selected for an interview will be contacted.