



Position Title: **Regulatory Compliance Manager**

Application Deadline: **April 27, 2018**

WHO WE ARE

The Prince George Airport Authority (PGAA) is a not-for-profit corporation focused on operating with safe, secure, environmentally responsible, and economically sustainable practices and contributing to regional economic development. As a National Airport System (NAS) airport, the Prince George Airport is considered essential to Canada's air transportation system.

The PGAA team is a diverse group that takes pride in our work. We're looking to welcome a new management team member who is innovative, fun, and has a drive for continuous improvement.

THE OPPORTUNITY

We have a permanent, full-time opportunity for a Regulatory Compliance Manager. Reporting to the Manager of Corporate Services, the successful candidate will oversee the airport's regulatory responsibilities and provide direction in the areas of safety (SMS & OSH), security, and environment management. This position provides guidance and assistance to all departments in the area of regulatory compliance.

KEY RESPONSIBILITIES

- Assists the management team to ensure the organization's business needs and other operations are integrated with the applicable regulatory requirements;
- Assists with the development of regulatory plans required for construction (i.e. Plan of Construction Operations, security plan);
- Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends.
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance.
- Manages the airport's regulatory manuals and aeronautical information including Airport Operations Manual, Security Manual, and SMS Manual.
- Ensures published manuals and aeronautical information are in compliance with applicable regulations.
- Works with the management team and task groups in the continuous development and improvement of the Airport's Safety Management System,

- including CARs SMS and OHS program. Ensures compliance with applicable regulations and oversees integration between programs. Works with qualified staff or contractors to conduct quality control and quality assurance audits.
- Oversees the administration of PGAA's record management for regulatory activities.
 - Works with the management team to ensure operational and capital budgets meet safety, security, and environment program goals and objectives;
 - Develops and oversees implementation and evaluation of regulatory training programs.
 - Monitors changes to industry standards and regulations and works with management to integrate necessary changes into its operations;
 - Works with the management team in the development and application of airport policies and strategic goals and objectives.
 - Ensures applicable Federal, Provincial and Municipal legislation, regulations and policies governing the airport are met.
 - Works with management and staff to establish airport operating procedures that are consistent with the applicable regulations and standards.
 - Works with the management team to plan and establishes staff and resource levels to meet the PGAA's goals and objectives. Manages staff in accordance with policy and the Collective Agreement.

KEY QUALIFICATIONS

- At least five years' experience working in an aviation or operational decision making role supplemented by a post-secondary degree; or an equivalent combination of education and experience which includes knowledge of all aspects of airport operations including, but not limited to: safety management system, emergency response and management procedures, airfield maintenance, environment management, workplace health and safety practices, and airport security measures
- Ability to communicate effectively in verbal and written English.
- Ability to effectively apply technically detailed regulations, guidelines and procedures.
- Demonstrated ability to exercise sound judgement.
- Strong knowledge of efficient management, supervisory and negotiation principles and practices.
- Demonstrated ability to effectively relate with employees and external stakeholders (i.e. air carriers, tenants, consultants).
- Demonstrated ability to effectively manage multiple and changing priorities.
- Competent skills handling office software, computer aid design software, maintenance management systems and custom software applications as required.
- Strong ability to communicate clearly, concisely and effectively, both orally and in writing.
- Demonstrated ability to analyze and appraise problems, to make appropriate recommendations and to take appropriate course of action.



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- Demonstrated ability to maintain systems, procedures and records designed to meet the complex demands of a variety of stakeholders.
 - Ability to obtain and maintain a Transport Canada Security Clearance at the “Secret” level.
 - Desirable – Accreditation through the International Association of Airport Executives.

To apply: send a cover letter and resume to hr@pgairport.ca . Specify “Regulatory Compliance Manager” in the subject line.