



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](mailto:hr@pgairport.ca) . Be sure to specify “Regulatory Compliance Manager” in the subject line.