



International Coordinating Council of
Aerospace Industries Associations

Position: Director, Air Navigation and Safety Policy

About Us :

ICCAIA is the international organization for aerospace industry associations. Our members are engaged in the design, development, manufacture and in-service support of civil aeronautical and space products and technologies. ICCAIA provides an avenue for the world's aerospace manufacturers and service providers to offer their industry expertise toward the development of the international standards and regulations necessary for the safety, security, efficiency and sustainability of air transport, primarily working with the International Civil Aviation Organisation (ICAO), a United Nations Specialised Agency.

You would be joining a small, close-knit team of professionals that covers a wide and varied range of topics – no two days are alike. You will work with a wide range of international stakeholders, in both industry and government. This is an excellent opportunity to expand your horizons and tackle new challenges at the global level.

Please send your curriculum vitae and a covering letter to info@iccaia.org by 31st August 2023

Terms of Employment: Full-time / Permanent, Hybrid flexible working

Location: Montreal, Quebec

Employment Address: 999, Robert-Bourassa Blvd, Suite 3.17, Montreal, QC, H3C 5H7 or satellite location in the downtown Montreal area (with some flexibility to work from home)

Hours of Work: 40 hours/week

Salary: CAD \$90-120,000 per annum

Working Arrangements: This position has flexible working arrangements. The job holder is expected to work at the office for at least two days per week. The candidate will also be required to attend formal meetings in addition to the two days.

Language: Strong written and verbal communication skills in English (to be noted that ICCAIA is an accredited International Organisation in Quebec and thus its operating language is English)

Benefits: Eligible for group healthcare scheme, RRSP contribution plan and discretionary bonuses in accordance with company policy, 15 days paid vacation per annum, plus seasonal winter break when the ICCAIA office is closed, and statutory Quebec and Canadian federal holidays.

Position Summary:

The Director, Air Navigation and Safety Policy reports the Permanent Representatives of ICCAIA at the Montreal Head Office.

Principal duties include:



International Coordinating Council of
Aerospace Industries Associations

- Providing secretariat support for ICCAIA's Airworthiness and CNS/ATM (Communications, Navigation, Surveillance / Air Traffic Management) Committees and their working groups, and other ICCAIA advisory groups on related topics
- Coordinating positions and activities between ICCAIA Committees, working groups and advisory groups;
- Coordinating positions developed by ICCAIA's panel member representatives to ensure agreement across ICCAIA's membership consistent with ICCAIA's internal 5-Year Strategy;
- Attending ANC Working Group meetings to analyse impacts on the manufacturing industry and coordinate inputs with ICCAIA's expert community;
- Attending industry group meetings on Safety, airworthiness and CNS/ATM related subjects;
- Serving as ICCAIA Alternate Observer on the Air Navigation Commission;
- Facilitating engagement between ICCAIA representatives and ICAO officials;
- Communicating positions on behalf of ICCAIA;
- Defining and coordinating ICCAIA attendance at relevant High Level Meetings;
- Coordinating membership of ICCAIA Committees and ICAO panels in relevant fields;
- Developing, reviewing and refining ICCAIA papers as input to high level meetings;
- Facilitating the review and tracking of other participants' positions at high level meetings to ensure manufacturer's interests are identified and represented;
- Attending other meetings as necessary and serving as the ICCAIA member on expert groups if needed;
- Coordinating with ICCAIA Committee Chairs, Vice-Chairs and nominated experts on relevant issues, including ICAO State Letters and subsequent responses;
- Liaising with ICAO officials and staff, Contracting States' representatives to ICAO, and officials and staff of other Observer Organizations located in Montreal;
- Coordinating attendance and representation at ICAO regional meetings.

The ideal candidate will have the following technical skills and knowledge

- At least 5 years of experience with an aerospace manufacturer, maintenance and repair organisation (MRO), certification authority or international organization;
- In-depth understanding of airworthiness of aviation communications/navigation systems;
- Technical and geopolitical acumen, awareness of the current and future direction of aviation manufacturing and related aviation/aerospace industries;
- A degree in a relevant field;
- Understanding of development of ICAO Standards, Recommended Practices, Procedures for air navigation and/or national regulation;
- Able to interpret regulation and anticipate potential impacts on industry
- Awareness and understanding of the role of International Organizations;



International Coordinating Council of
Aerospace Industries Associations

Competencies

- Excellent writing and oral communication abilities in English;
- Able to work with multiple stakeholders to reach consensus positions and represent ICCAIA's members' views.
- Strong negotiating and listening skills, with the ability to adapt messages to the audience;
- Self-starting and able to work with minimal supervision;
- Collaborative and a team-player;
- Supports and acts in accordance with committee decisions and positions;
- Demonstrates openness in sharing information and keeping people informed.

Planning and Organizing

- Develops clear goals that are consistent with agreed strategies;
- Identifies priority activities and assignments and adjusts priorities as required;
- Allocates appropriate amount of time and resources for completing work;
- Foresees risks and allows for contingencies when planning;
- Monitors and adjusts plans and actions as necessary and uses time efficiently.

Accountability

- Takes ownership of all responsibilities and honours commitments;
- Delivers outputs within prescribed time, cost and quality standards;
- Supports others and takes a leadership role with other more junior staff members when required.