

# Manager, Aviation Regulatory Programs

## 1 Year Contract

The Greater Toronto Airports Authority (GTAA) is a unique and dynamic place to work, with a bold plan to make Toronto Pearson, Canada's leading global hub airport, a global leader in airport performance, customer care and sustainability. Together with our partners, approximately 1,900 GTAA employees are working to create a next-generation airport by innovating in all we do and striving for the most uplifting, safe and efficient experience for our passengers – all while championing the prosperity of our people, the community we call home, and our aviation partners. Join us on our journey together, as we put the joy back into travel and make Toronto Pearson the chosen place to fly and work.

### What's in it for you!

As a GTAA employee, you'll have access to amazing benefits, including retirement planning, comprehensive group health benefits, an employee assistance programs (EAP), paid leave, education and training, as well as recognition and rewards programs.

### Position Summary:

Under general direction of the Associate Director of Aviation Programs, the Manager of Aviation Regulatory Programs is responsible for the development and maintenance of regulatory compliance programs to support safe and efficient aviation operations practices. To maintain Toronto Pearson's Airport Operating Certificate by ensuring compliance with the Canadian Aviation Regulations (CARs). Responsible for the Airport Operations Manual (AOM), aeronautical information and related aviation regulatory compliance programs.

### Key Accountabilities:

- Lead all aspects of the interpretation of the Aeronautics Act, the Canadian Aviation Regulations (CARs) and associated standards, the Aerodrome Standards and Recommended Practices Publications (TP 312 & TP 7775) and as applicable Transport Canada Advisory Circulars
- Manage and maintain the Airport Operations Manual (AOM) in accordance with the CARs and TP 312
- Own and maintain the following plans in accordance with the CARs:
  - Regulatory Exemptions/Modification of Standards (MOS);
  - Canada Air Pilot (CAP);
  - Canada Flight Supplement (CFS) (aerodrome specifications);
  - Minimum Equipment List (MEL);
  - Code F / AGN VI Plan;
  - Airside Self Inspection Program;
  - Surface Closure Policy; and
  - GTAA Apron Design Standards.
- Support relationship with Transport Canada (TC) for all CARs related activities, including the Airport Operations Manual (AOM), Aviation SMS, ARFF, Wildlife, Deicing
- Conduct reviews of the Government of Canada Gazette Parts I, II and III, Notice of Proposed Amendments, Advisory Circulars and develop impact assessments to determine impact to aviation operations
- Assist in providing input to National and International regulatory bodies to influence regulatory development
- Preparation and submission of documentation to Transport Canada:
  - Related to regulatory exemptions / modification of standards including risk assessments, impact statements, applications and formal requests;
  - Ensure plans of constructions for airside construction projects are aligned with CARs TP 312 and TP 7775; and
  - ICAO Type A Surveys
- Complete Aviation Safety Management System (SMS) Level 1, 2 and 3 risk assessments on systems and programs as required for regulatory changes and events related to the AOM
- Complete Concern Reviews
- Write RFPs and handle contracts for ICAO Type A and OLS Surveys as required
- Prepare for and engage in internal and external audits
- Deliver on the People Manager Promise to support and further the business' vision through building and development of diverse, multi-skilled teams

### Qualifications:

- Aviation Diploma or equivalent post-secondary education
- 2 years of proven aviation experience working at an airport or civil aviation authority
- 5 years of experience working the Canadian Aviation Regulations and Airport Operations Manuals
- 2 years of Leadership with People Management experience, preferably in a matrix organization and multiple years of operations experience
- Valid Ontario Driver's License
- Ability to obtain AVOP
- Obtain and retain a Transportation Security Clearance

### Knowledge, Skills and Abilities:

- Strong attention to details
- Strong interpretation of policies, guidelines and rules

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- Ability to act on inconsistent information
- Stakeholder relationship management both internally and externally with Transport Canada
  
- Ability to make tough decisions with regard to airport regulations
- Strong knowledge of the Aerodrome Standards and Recommended Practices Publications

The GTAA is a federally-regulated private sector corporation. The Government of Canada has suspended mandatory vaccination requirement for federally regulated transportation sector workers. The GTAA continues to monitor government and health developments relating to COVID -19 and may re-introduce the Vaccination and proof of Vaccination requirements in the Policy at any time.

*The GTAA is committed to Employment Equity and maintaining a diverse, equitable and inclusive workplace where everyone can thrive*