

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**



VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnerships, enhances excellence, and provides education and skills that promote sustainability through research with real-world impact and contributes to self-development.

1. POSITION DETAILS

Position : Quality Assurance & Safety Manager

Grade : 6

Incumbent :

College : Pacific Centre for Aviation Studies

Department : Aviation Studies

Location : Namaka

Reports to : **Consultant Director – Pacific Centre for Aviation Studies** (also Accountable Manager)

2. PURPOSE

The **Quality Assurance and Safety Manager (QASM)** is responsible for establishing, developing, documenting, implementing and managing the Quality Assurance and Safety Management Systems for the Department of Aviation, FNU and for ensuring that they continue to comply with the **CAAF** regulatory requirements and to meet the needs of the University.

The QASM shall provide regular updates to the Accountable Manager on the status of the SMS and its implementation highlighting any issue that needs to be addressed.

Any discovery in the SMS shall be given appropriate time to be rectified and successfully closed and reported.

Maintaining a high level of Quality and Safety Standards for the Department.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Consultant Director – Pacific Centre for Aviation Studies (also Accountable Manager)**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
nil	Nil

4. KEY ACCOUNTABILITIES

The key functions of the Quality Assurance & Safety Manager are:

- Responsible for the Department's internal Quality Assurance procedures, compliance with the Exposition, the adequacy of the Exposition and associated procedures to meeting the requirements specified in the Exposition and in the Department's activities. Responsible for ensuring the implementation of actions to correct deficiencies in the Department's documentation and procedures that are detected during internal quality assurance reviews, audits, or inspections of the Department's activities and for ensuring that any conditions attached to the Certificate or Approval or Exemption are complied with. He has a dotted reporting line to CAAF that he may use to report on matters that would affect Certificate Approval. The holder of this position requires the approval of CAAF. CAAF Forms AW102A, CA107B, CA107C and CA107D are to be submitted for this purpose.
- Always Assisting the Consultant Director – Pacific Centre for Aviation Studies in the implementation and maintenance of the Quality Systems and Safety Management System in house.
- Ensuring that all quality assurance and safety related policies and procedures detailed in the Aircraft Maintenance Training Exposition and Safety Management System manuals are adhered to and carry out an ongoing review of the adequacy and effectiveness of Quality System and Safety procedures.
- Maintain and keep all current quality audit and inspection records for review at any time by the Civil Aviation Authority of Fiji and other external bodies as appropriate.
- Establish procedures for dealing with non-conformities, monitoring nonconformity reports and taking corrective/preventive action in response to audit findings.
- Monitoring compliance with and adequacy of procedures to always ensure quality and safety of programmes via an annual audit schedule.
- Monitoring all certificate renewals, including calibrations of test equipment relevant to the certification of the school.
- Ensure the School holds all appropriate technical publication and that they are amended and revised as required from time to time.
- Coordinate all aspects of the Aircraft Maintenance Training Exposition and Safety Management System manuals and the negotiation with the CAAF and the Industrial Advisory Committee of any change required to the documents, or to the Terms of Approval granted by the Authority.
- The incumbent will have the overall Supervision to ensure that the standards set by the system of Quality Control are enforced;
- Managing the SMS implementation plan on behalf of the Accountable Manager;
- Performing/facilitating hazard identification and safety risk analysis;
- Monitoring corrective actions and evaluating their results;
- The monitoring of the implementation of actions taken to mitigate risks as listed in the safety action plan;
- The provision of periodic reports on safety performance;
- Ensuring maintenance of safety management documentation;
- Ensuring that there is safety management training available and that it meets acceptable standards;
- Providing advice on safety matters;
- Ensuring initiation and follow-up of internal occurrence/accident investigations;
- Ensuring that incidents and accidents are reported as required by legislation either through the CAAF Mandatory Occurrence Reporting (MOR) scheme or the company SMS.

- Being an active member of both the Safety Review Board and Safety Action Group; and
- Convening and chairing Safety Action Group Meeting.

Implement General Activities:

- Providing and interpreting all operations related to quality and safety in the school;
- Establish, manage and develop quality and safety management systems to ensure quality and safe
- Operations of the school to meet the needs of FNU's customers;
- Establish strategies and targets in line with FNU's business objectives;
- Undertake any research, innovations as appropriate;
- Monitoring performance and efficiency;
- Participating in strategies planning and formulating long-term corporate plan;
- Conducting reviews and evaluation for cost-reduction opportunities;
- Reporting of audit findings and the remedies to any adverse audit reports.

Planning and development:

- Take responsibilities for overall Quality and Safety Management Systems;
- In conjunction with the Consultant Director – Pacific Centre for Aviation Studies, monitor and assess the Quality and Safety operations of the school businesses and development plan for the Department;
- Assess options for co-ordinating the activities, procedures and system so as to promote common policies and practices;
- Manage the development of services to ensure that the promotion of equality of opportunity and challenging discrimination are central strategic development, management and its services to HOD and the Consultant Director – Pacific Centre for Aviation Studies.

5. KEY CHALLENGES

- Decision making in an environment of high level of ambiguity and resistance to change.
- Implementing change(s) that will propagate a culture of continuous improvement.
- Maintaining an environment of high ethical standards of discipline and integrity as the brand of Quality & Safety for the department.
- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture.
- Working with new students and making sure they adapt to the new environment of high-quality standards and always maintaining active safety consciousness.
- Maintaining an environment of high-quality standards and alertness at all times for staff and students.
- Conducting regular checks and audits to ensure the maintenance of high standards of discipline, quality and safety are observed and maintained during normal/official engagement times.

6. AUTHORITY LEVEL

Operating Expenditure	:	N/A
Capital Expenditure	:	N/A
Others	:	N/A

7. QUALIFICATION & EXPERIENCE

Essential

- 7.1 Typically be the holder of an AME license or a bachelor's degree in aircraft maintenance / aerospace engineering;
- 7.2 Must have 5-10 years' experience in aircraft maintenance and/or quality management in a Part 145B Maintenance Training organisation.
- 7.3 Must have successfully completed Aviation Lead Auditor Training.
- 7.4 Must have successfully completed a certified Aviation Safety Management training.
- 7.5 Must be able to obtain CAAF approval as fit and proper person.

Desirable

- 7.6 Have adequate knowledge of International Aviation Laws and a good understanding of the Fiji Civil Aviation Law;
- 7.7 The incumbent should be conversant with audit techniques, principles and a working knowledge of drafting expositions, aircraft manuals, MMOE, MME, MEL etc;
- 7.8 Completed training with a recognized Lead Auditor and SMS training institute.

8 KNOWLEDGE & SKILLS

- 8.1 The person acceptable to the CAAF will be responsible for the management of the Quality System, both in terms of its monitoring function and in terms of requesting corrective and preventative actions.
- 8.2 Must be able to work independently without fear of being penalized as QASM is a key position and is a focal contact for the Authority.

9 WORKING RELATIONSHIP

INTERNAL	FREQUENCY
Head of Department	Very often
Consultant - Director – Pacific Centre for Aviation Studies	Often
Vice Chancellor	Rarely
Staff	Very Often
Students	Very Often

EXTERNAL	FREQUENCY
Industry	Weekly
Ministry of Education	Once or twice annually
Students	Daily
School / Department Principals	Daily
NGOs	Quarterly
External Institutions	Quarterly

10 JOB DESCRIPTION AND VARIATION TO EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.