

Job Title: Technical Records Consultant
Company: Willis Asset Management Limited
Location: Bridgend, UK
Department: Technical Records
Reports to: VP Technical Records & Quality

Summary:

To provide Technical Records support to the Willis Lease Finance portfolio/program and other areas of the business when required.

Responsibilities:

Engine Records Review and Management

- Review and verification of the accuracy and completeness of Technical Documentation, including but not limited to lease returns, post-lease inspections, minor shop visits, etc.
- Ongoing maintenance and review of the engine records during the lease period.
- Responsible for the collation and management of original records with due consideration for regulatory and Willis's storage obligations.
- Audit compliance of Airworthiness Directives and Service Bulletins for each engine and ensure correct/status is entered into the applicable database and records management system.
- Update Willis database for tracking of accurate and current information for engines, components, inspections, and other technical information including monthly utilization.
- Understands Life Limited Back to Birth trace requirements including how particular ADs and SBs affect the life limit of LLPs.

Continuous Records Management

- Ensure all engine records are updated to accurately reflect the latest technical data, (i.e., ADs, SBs).
- Ensure all updated engine records are filed in the relevant location, whether they are hard copy or digital records.

Planning and Organizing

- Continuous updating/familiarity with WAML and WLFC processes and procedures.
- Manage conflicting priorities and tasks on a day-to-day basis.
- Liaise with other team members to ensure workload is shared and effective handovers take place when necessary.
- Ensure activities/projects/tasks are completed within agreed timescales/deadlines and reported to the relevant Managers/Stakeholders.

Day-to-day communications /interactions

- Always deliver clear verbal and written communication bearing in mind cultural and religious differences when dealing with internal/external customers and regulatory officials.
- Communicate with Project Managers, Lease Return Coordinators, Lessees/Operators, and/or Maintenance Organizations to obtain required engine data.

Self - management

- Produce high-quality work with minimal support from the manager.
- Be extremely diligent and detail-oriented with excellent analytical skills.

Continuous Improvement

- Work with existing working practices and procedures but provide ideas and suggestions for improvement when required.

Commercial Awareness

- Take responsibility for building an in-depth understanding of the knowledge and commercial aspects of WAML and WLFC operations and business.

Customer Relations

- Build good relationships with internal and external customers.
- Manage customer expectations and activities.
- Keep customers informed of any issues and report accordingly.

Qualifications / Experience:

- Formal aviation qualification – desirable.
- Strong attention to detail and numeracy.
- Ability to work under pressure in a fast-paced environment.
- Knowledge of databases and document management systems
- Highly organised with excellent communication skills.

Travel/Misc.:

- Occasionally required.

The Post holder will be expected to carry out any other duties allocated that are appropriate to the grade and nature of this post.

Job Descriptions will be reviewed and discussed annually in line with the Staff Appraisal Scheme.