



Job Title: Planning & Records Engineer
Company: Willis Aviation Services Limited
Location: Bridgend, UK
Department: Technical Records
Reports to: Planning & Records Supervisor

Summary:

This is a role within the UK CAA and EASA Part 145 approved aircraft maintenance functional area performing planning of maintenance, planning the availabilities of the means to perform the work, control of maintenance data, preparation of work packages, and record archiving activities.

Responsibilities:

- Liaise with relevant Continuing Airworthiness Management Organizations (CAMO) to review their requested scheduled maintenance needs and schedule them appropriately into the WASL maintenance plan.
- Liaise with the relevant CAMO to obtain the initially requested maintenance workscope(s) and processes any addendum requests thereafter.
- Liaise with relevant CAMO to confirm any preloaded spares and materials and identify/coordinate the provision of any additional items that need to be sourced by WASL.
- Liaise with aircraft and engine manufacturers and the relevant CAMO (customer provided) as required to obtain maintenance data then distribute and control within WASL to ensure maintenance personnel have access to the correct revision status of maintenance data.
- Review maintenance work scopes with key WASL internal stakeholders to ensure the means to perform the planned maintenance activities are available (including but not limited to manpower, hangar, tooling, equipment, parts, materials, and data).
- Review maintenance workshops with key WASL internal stakeholders to identify and then coordinate the provision of any required external services (e.g. Non non-destructive testing, Tooling Loan).
- Prepare relevant work packages and formally hand them to maintenance personnel as applicable.
- Review completed work packages, identify errors and/or omissions, and liaise with maintenance personnel to have appropriate corrections made to ensure the system is reflective of maintenance activities performed.
- Review AvSight (electronic records system), identify errors and/or omissions, and liaise with maintenance personnel to have appropriate corrections made to ensure the system is reflective of maintenance activities performed.
- Archive electronic copies of completed work packages and send original documentation to the relevant CAMO.
- Participate in internal and external stakeholder liaison meetings as required.
- Perform any additional duties or tasks as directed by the Planning & Records Supervisor.
- Actively support and promote a positive safety learning culture through the reporting of occurrences and potential hazards and by adopting continuous improvement and human factors principles with their work.

Qualifications/Requirements:

- Minimum of 3 years planning experience within a Part-145 and/or Part-M/CAMO environment
- Knowledge and understanding of applicable Part-145 and Part-M/CAMO requirements.
- Experience with continuing airworthiness records systems (e.g., AvSight, AMOS, OASES).
- Ability to interpret technical data.
- Technical records experience desirable.
- Technical knowledge representative of the products/types maintained by WASL desirable.
- Knowledge of HF, EWIS, & FTS.
- Key skills:
 - Planning & organisational skills
 - Attention to detail/analytical
 - Communication (written and verbal)
 - Interpersonal skills/team player and stakeholder (internal & external) liaison

Travel/Misc.:

- None.

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.

WASL is committed to equal opportunities and has an Equality and Diversity policy by legislation and all appointments are subject to pre-employment checks including references and a Disclosure and Barring Service check.