

## JOB & PERSON SPECIFICATION

<b>Role Title:</b>	Rostering and Crewing Officer
<b>Department:</b>	Operations
<b>Location:</b>	Flexible
<b>Reports To:</b>	Head of Operations and Crewing
<b>Contract Hours:</b>	Full time: Predominantly Monday – Friday, 09:00 – 17:30 (1 Hour Lunch) Flexibility Required: Weekends and outside standard hours when the business requires.
<b>Role Purpose:</b> The Rostering and Crewing Officer, reporting to the Head of Operations and Crewing, is responsible for the on-time delivery of all Aurigny crew rosters and day to day management of the live crew rosters outside a 72 hour window.	
<b>The Role: <i>(Responsibilities and Tasks)</i></b> <ul style="list-style-type: none"> <li>• Deliver on time and Robust Crew rosters to all Aurigny Crew ensuring compliance with scheme and company flight time limitation rules.</li> <li>• Ensure Rosters are published taking account of FRM principles.</li> <li>• Rosters are published within agreed timescales ensuring the most robust crewing solution.</li> <li>• Ensure equitable distribution of flying, duty and day off allocation.</li> <li>• Keep monthly Roster metrics that can be shared internally.</li> <li>• Administer all leave and crew preferences prior to roster issue.</li> <li>• Rescheduling of all crew training on the live roster.</li> <li>• Ensure flight coverage for all crew ranks prior to handover of roster management to Aurigny Operations Control (-72 hours)</li> </ul>	
<b>Balance Score Card (Accountabilities)</b> <ul style="list-style-type: none"> <li>• Rosters are published in accordance with agreed timescales.</li> <li>• Rosters published as equitable as possible, and records kept.</li> <li>• Compliance: Rosters along with subsequent changes are compliant with legal legislation and company policies. Legal checks and records to be maintained.</li> <li>• Local procedures: Maintain accurate local procedures manual for all aspects of the role.</li> <li>• Collaboration: Work effectively with Operations and flight operations teams.</li> <li>• Flexibility: Demonstrate adaptability in response to changing business needs.</li> <li>• Maintain a good working relationship with the crew and all relevant departments.</li> </ul>	
<b>Essential Skills/Experience:</b> <ul style="list-style-type: none"> <li>• Proven organisational skills with a keen attention to detail.</li> <li>• The ability to work independently ensuring agreed timescales are met.</li> <li>• A good understanding and experience in PC software including excel, word, PowerPoint etc.</li> <li>• Ability to manage challenges efficiently and promptly.</li> </ul>	

## JOB & PERSON SPECIFICATION

<ul style="list-style-type: none"> <li>• Self-motivated with a professional demeanour, showing a willingness to take on additional responsibilities.</li> <li>• Capacity to work under pressure and meet tight deadlines.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Flexibility in working hours to meet business requirements.</li> <li>• Competence in implementing and adapting to change.</li> </ul>
<p><b>Desirable Skills/Experience:</b></p> <ul style="list-style-type: none"> <li>• Calm and understanding demeanour, particularly in high-pressure environments.</li> <li>• Experience of working within the Operations, Crewing and Crew Scheduling environment.</li> <li>• Experience in reviewing and updating policies and procedures.</li> <li>• Proficiency in rostering-based software.</li> <li>• Demonstrated problem-solving skills and initiative in ensuring the efficient operation of the crewing department.</li> <li>• Knowledge of fatigue risk management and principles.</li> </ul>
<p><b>Professional and/or regulatory requirements:</b></p> <ul style="list-style-type: none"> <li>• Adherence to CAA and company regulatory requirements.</li> </ul>
<p><b>All about you:</b> Approachable, flexible and keen to support your colleagues and the Company as much as possible. You take pride in delivering a high level of service both internal and externally and be willing and able to adapt to change to ensure timescales and business needs are met.</p>

### **PROUD OF YOU PROUD OF OUR AIRLINE**

Our **PEOPLE** have the potential to achieve, to soar higher and further than they believed possible.

Our culture is one of **RESPECT**, inspiration and excellence from the ground to the clouds.

With their energy and commitment, our teams on land and in the air make our airline **OUTSTANDING**.

We operate with integrity, transparency, honesty and dependability; we stand **UNITED** as one. Safety is paramount, central to everything we do.

We are prepared to go the extra mile to **DELIVER** a service to our customers that we are **PROUD** of.