



Appointment of Chief Executive

2023

Reference: QADEF

A MESSAGE FROM THE CHAIR



Sir Stephen Hillier
Chair of the UK Civil Aviation Authority
Patron of Women in Aviation & Aerospace

The UK Civil Aviation Authority has a vital public service role, promoting the safety, security, and consumer interests of those who fly, whilst also protecting those on the ground below. We also have a vital role in leading and enabling the sector, helping ensure that the UK continues to be a global leader, with a reputation to match. In meeting these commitments, we must not only maintain excellence in our day-to-day responsibilities, but also ensure that our organisation is properly set for the future.

These are exciting but exceptionally challenging times: we are still helping the aviation and aerospace sector to recover from the impact of COVID, the greatest crisis in its history; we are helping chart a course to environmentally sustainable aviation; we need to ensure that UK aerospace continues to thrive outside the EU; we need to create the right environment for new technologies, including through our relatively new role as the UK's Space regulator; we need to do more to promote innovation, STEM, and diversity in aerospace; and we need to develop further our ability to match consumers' expectations.

We work closely with an exceptionally broad range of stakeholders, from Government through to the sector that we regulate to individual consumers, recognising that we have a unique role to play and that a stable and reliable regulatory framework is an essential part of safety and success, both nationally and internationally. We are not a static organisation though: we evolve and adapt, at pace when necessary, and we are growing, both in the number of people in the Civil Aviation Authority and the range of our responsibilities. Our workforce is diverse, highly skilled and strongly motivated by the importance of our public service role.

As the Chief Executive of the Civil Aviation Authority, it will be your responsibility to lead our people and organisation in the delivery of these vital accountabilities. It's a demanding role that you will be taking on, but one where the sense of purpose and opportunity is exceptionally strong. I very much look forward to your application and to meeting you.

Click [here](#) to watch a video welcome from Sir Stephen.

ABOUT THE CIVIL AVIATION AUTHORITY

The Civil Aviation Authority is the UK's aviation and aerospace regulator. Recognised as a world leader in its field, our work is at the cutting edge of the exciting and ever-changing aviation environment. Never standing still, the Civil Aviation Authority's work includes diverse activities such as:

- Driving world-class safety standards;
- Managing security risks, safeguarding passengers and the general public;
- Consumers have choice, value for money, are protected and treated fairly when they fly;
- Minimising the environmental impact of aviation on local communities;
- Running the ATOL holiday financial protection scheme;
- Helping innovators to deliver the future of aviation; and
- Supporting the emerging UK space sector.

As part of the Civil Aviation Authority's team, you will drive the delivery of this vision. The Civil Aviation Authority is a public corporation, established by Parliament in 1972 as an independent aviation regulator. The UK Government normally requires that the costs are fully covered by charges to those the Civil Aviation Authority provide a service to or regulate.

Civil Aviation Authority International (Civil Aviation Authority)

As the independent technical cooperation arm of the UK Civil Aviation Authority, Civil Aviation Authority unites and exports half a century of regulatory know how to help air transport prosper. Its advice, training and regulatory tools have helped countless States reimagine the future of air travel and establish robust, sustainable regulatory systems.

More information:

Civil Aviation Authority: <https://www.CivilAviationAuthority.co.uk/>

ATOL <https://www.atol.org/>

Civil Aviation Authority International: <https://CivilAviationAuthorityinternational.com/>

OUR STRATEGY

The oversight of the safety and security of civil aviation will always remain our core purpose and we will constantly challenge ourselves and those we regulate to improve these critical areas. We will take independent regulatory decisions to uphold high standards of safety, security and consumer protection, guided by our regulatory principles and in accordance with our legal duties.

The context in which we operate changed significantly during the lifetime of our previous strategy. The UK exited the European Union in January 2020, and as a result the UK is no longer a member of the EU aviation regulatory system including the European Aviation Safety Agency. This has led to a significant increase in the scope of the Civil Aviation Authority's regulatory oversight and rulemaking activities and has meant an increase in the number of entities requiring approvals from the Civil Aviation Authority.

In addition, there have been rapid advances in technology used in all forms of aviation and aerospace. The aviation industry has always been innovative and at the forefront of technological development, but recent years have seen a step change in areas such as remotely piloted vehicles and commercial space activity. The rapid development of electric vertical take-off and landing aircraft and the infrastructure that will be required to support them places many new demands on the aviation regulatory framework.

In July 2021 the Civil Aviation Authority was appointed by Government as the UK's civil space regulator to help support the Government's ambition for the UK to be a leading country within Europe for the exploitation of commercial space launch.

With increasing environmental challenges from climate change, there has never been a greater need for the aviation and aerospace sectors to manage and mitigate their environmental impacts. Everyone involved in aviation and aerospace must rise to the challenge to play a full part in mitigating this threat, while retaining its vital role - connecting people and businesses around the world.

Our strategic focus areas



Leading risk-based oversight and regulatory stewardship



Enabling recovery, innovation and growth



Developing relationships to support ongoing global improvement in aviation and aerospace



Improving environmental performance



Enhancing organisational diversity and capability for the future

OUR STRATEGY CONTINUED

The impact of Covid-19 on the aviation industry has been extensive and its effects continued to be felt well into the financial year 2023/24.

Our role to protect safety, security and consumer rights has seen us directly involved throughout the pandemic. As the industry's recovery continues, our work will focus on engaging with operators on a safe and managed return to full capacity and protecting consumer rights in times of disruption.

All these changes have further demonstrated that we must be able to both continue to focus on our core regulatory activity and enable the development of new parts of the aviation system by anticipating and adapting quickly to change.

Our strategy, published in May 2021, positioned in this context, sets out what we want to achieve, how we achieve those outcomes and what resources and systems are required to enable this.

In the delivery of our strategy, we continually challenge ourselves to improve by drawing on a wide range of insights and evidence to deliver regulation in a way that the public, consumers, the regulated community and those who oversee us would expect.

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THE ROLE

Reporting to the Board, the Chief Executive will provide effective and inspirational leadership across the organisation, setting the strategic direction and enabling and ensuring operational delivery.

The Chief Executive will be a people centric leader that recognises safety and consumers are central to the Civil Aviation Authority's role and:

- **Promotes a high performing and delivery focused culture;**
- **Leads organisational and culture change and continuous improvement in how the Civil Aviation Authority delivers its remit;**
- **Builds and maintains a respected Executive team, inspiring and developing their capabilities to deliver the goals and the strategy of the Civil Aviation Authority;**
- **Creates a compelling and inspiring vision and leads implementation through continuous improvement and transformational change;**
- **Able to work effectively and efficiently with the Department of Transport and other government departments in the delivery of Government priorities; and**
- **Encourages delivery as both an independent regulator and in its industry enabling role, understanding the importance outward facing communications with stakeholders and media plays.**

Our Chief Executive will live, breathe and promote our values which underpin everything we do :



PERSON SPECIFICATION

The Chief Executive will be able to demonstrate the following essential criteria:

Knowledge and experience

- Senior leadership experience of exceptional quality, ideally in a high-hazard, regulated environment;
- Experience of building credibility, and ability to engage successfully with a wide range of audiences; and
- A track record of building diverse and inclusive teams.

Skills and personal qualities

- Strong interpersonal, communication and influencing skills; able to listen effectively and challenge constructively, supporting board and executive collective decisions;
- High levels of intellectual capacity, and ability to make sound judgements;
- Inspires diversity, change and continuous cultural improvement;
- High levels of personal resilience.

Please give examples of how you have demonstrated these criteria in your supporting statement. Applications will be assessed using this information, alongside your CV.

Standards in public life

Candidates will be expected to demonstrate high standards of corporate and personal conduct, and to abide by the **“Seven Principles of Public Life”**



WHAT CAN I EXPECT...

Diversity & Inclusion

We are committed to building a future that is truly inclusive, where every individual sees themselves represented and feels a sense of belonging. As an organisation, we took a significant step in 2019 by establishing a Colleague Network, comprising of volunteers from across our entire workforce. The primary objective of this network is to foster a vibrant community that inspires and supports our colleagues, while also raising awareness about the diverse life experiences that shape individuals' perspectives. By doing so, we aim to cultivate a genuinely inclusive culture that values and respects every individual's unique contribution.

We also formed a dedicated D&I Board, led by an Executive Committee Sponsor. The Board closely monitors the progress of our D&I strategy and provides support to our ongoing efforts and ensures that diversity and inclusion remains at the forefront of our organisational priorities.

Click on the link below to see what makes the Civil Aviation Authority so special:

https://youtu.be/0bUG_6dPKmQ

Women in Aviation & Aerospace Charter

We are a supporting organisation of the Women in Aviation and Aerospace Charter. The Charter was launched in July 2018 with the aim of creating a more gender-balanced and fairer aviation and aerospace industry for all.

Our Chair, Sir Stephen Hillier, is proud to act as Patron to help further reinforce the importance of male allies in the drive towards equality in the industry.

Furthermore, as supporter of the charter, we are committed to driving diversity and inclusion in our sector and providing fair opportunities for women to succeed at the highest levels.

For more details, visit wiaacharter.com



TERMS OF APPOINTMENT

Remuneration: Competitive- including basic pay and an element of performance related pay, plus a personal benefits package inclusive of travel allowance, private medical, dental, defined contribution pension and generous annual leave allocation.

Additional benefits include; access to exceptional learning materials, coaching and mentoring, award winning wellbeing programmes and active staff network groups, a modern and well-appointed gym, staff restaurant, car leasing scheme, electric vehicle charging points, cycle to work scheme, season ticket loans, dining, and retail discounts.

Location: The role will be based in Gatwick and London, with some UK and international travel required.

Working patterns: This is a permanent role. The Civil Aviation Authority are willing to consider flexible working patterns and secondments.

Security clearance and checks: The successful candidate will be required to have or be willing to obtain security clearance. Social media footprints will be reviewed as part of the recruitment process.

The appointment process

Applications for the role will be assessed by an appointment panel, which will consist of: Sir Stephen Hillier, Chair, Mary Kay Fuller, Senior Independent Director, Dr Rannia Leontaridi, Director General Aviation, Maritime and Security Group (DfT), and Sarah Chambers, Senior Independent Director.

Saxton Bampfylde has been engaged to assist the panel as an employment agency advisor.

We will offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given.

The panel currently intends to ask a longlist of candidates to meet with Saxton Bampfylde following the first stage evaluation of applications. However, the panel may choose to proceed directly to a shortlist at that stage.

Candidates will be briefed and kept fully informed throughout the process.

Please note the timings outlined below :

- Longlist meeting: w/c 19 June
- Interviews with Saxton Bampfylde: w/c 26 June
- Shortlist meeting: w/c 3 July
- Informal one-to-one conversations: w/c 10 July
- Psychometric assessments w/c 10 July
- Staff engagement and media exercise w/c 10 July
- Panel interviews: w/c 17 & 24 July

At the interview stage, Saxton Bampfylde will take up telephone references for the preferred candidate(s)

HOW TO APPLY

To express an interest in this role, please apply through Saxton Bampfylde's website at www.saxbam.com/appointments using code **QADEF**.

Click on the 'apply' button and follow the instructions to upload:

- A CV;
- A personal statement of up to two pages which provides evidence of how you are able to demonstrate the experience and knowledge outlined in the person specification;
- Please also declare any actual or potential conflicts of interest in the statement; and
- A completed equal opportunities/diversity monitoring form. This form will not be shared with anyone involved in assessing your application and is used for statistical monitoring purposes;
- Please advise of any reasonable adjustments required should you be invited to attend interview.

The closing date for applications is noon on **Friday 9 June 2023**.

Disability confident scheme: The Civil Aviation Authority is an accredited user of the Government's Disability Confident Scheme. Applicants who meet the essential criteria in the job specification are guaranteed an interview. If you wish to apply for consideration under this scheme, please select this on your application.

If you would like to speak to someone at Saxton Bampfylde ahead of submitting your application, in the first instance, please contact Jonathan Morgan : jonathan.morgan@saxbam.com

Thank you for your interest in the Civil Aviation Authority. We look forward to receiving your application.





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