

DIRECTOR OF CIVIL AVIATION at ASD

JOB DESCRIPTION

OVERALL MISSION OF ASD

A central intelligence hub for Aerospace, Defence and Security Industries, where in anticipation of their needs, ASD contributes to shape EU legislation and policies as well as securing funding opportunities by advocating common positions towards European Institutions and International organisations for the benefit of European industries and in the collective interest of its members.

ASD Organisation

With 27 national associations and 16 companies in Europe as members ASD represents in all more than 2000 companies with a turnover of more than 186 Billion Euros.

ASD is run in a matrix organisation. Some 50 working groups on different levels are manned by representatives from industry. On the highest strategic level 4 “Business Units” have the sectorial focus (Civil Aviation; Defence; Security; Space) whilst 6 “Commissions” (External Affairs; Research & Technology; Supply Chain & SMEs; Services; Economic, Legal and Trade; Environment) have transversal focus. The Chairs of these 10 working groups all formally report to the Board of ASD. A permanent staff of some 20 people, led by a Secretary General, supports and coordinates all activities of the Association.

SUMMARY OF THE ROLE

The position of the Director of Civil Aviation (hereafter referred to as “Director”) is based in Brussels.

The overall role of the Director is to lead and manage all support to ASD’s Business Unit for Civil Aviation in order to promote and protect the interests of the civil aviation industry it represents, both at European and global levels. As a Business Unit convenes only 6 to 10 times a year, in practice, a lot of the responsibility for successful progression within the scope of ASD’s tasks lies on a proactive and qualified staff, led by the Director.

The Civil Aviation Business Unit will develop coherent initiatives and actions in coordination with other top level working groups, i.e. Business Units and Commissions. The Director will be responsible for progressing and prioritising work between meetings in order to ensure that the ASD Secretariat develops the highest possible support. He/she will ensure that decisions taken at the Business Unit and Commissions’ level are properly implemented and percolated through to all reporting bodies.

The Director will be the voice of the European civil aviation industry, having identified the areas of common interest and encouraged the adoption of common positions related to them.

In transverse matters (e.g. R&T; Environment; Economic, Legal & Trade; etc.) he/she will ensure contribution to ASD’s transverse working groups in which Civil Aviation is involved by ensuring a balanced presence on their agendas.

He/she will support Civil Aviation industry views vis-à-vis the European institutions and bodies, and vis-à-vis the other stakeholders of the European and international aeronautics community, taking advantage of the opportunities to foster coordinated actions and reciprocal arrangements.



GENERAL FRAMEWORK

The Director will report to the Secretary General and respect the Association's Statutes and Rules of Procedure, as well as decisions of its governing bodies, ensuring their efficient implementation.

He/she will manage the ASD staff that supports the various working bodies reporting to the Business Unit and Commissions in his area of responsibility, and liaises as required with the other members of the ASD Secretariat.

He/she will be mandated, in cooperation with the Secretary General of the Association and the External Affairs Commission, to represent the Association vis-à-vis third Parties in domains under his/her responsibility.

The Director will have relevant Managers reporting to him/her, as well as a Team Assistant.

OVERALL RESPONSIBILITIES AND OBJECTIVES

Key areas of responsibilities of the Director will include:

1. Ensuring efficient operations of the Association in the field of:
 - Civil aeronautics
 - Transverse matters involving Civil Aviation such as Research and Technology; Environment; Supply Chain; Economic, Legal & Trade Affairs; Quality; Standardization/certification; Airworthiness and through-life service support.
2. Providing support to the Civil Aviation Business Unit and prioritising civil aviation issues at all levels of the Association. In this role the Director will support the Business Unit Chairman in preparing meetings and coordinating Civil Aviation-related issues within the Association.
3. Coordinating the working bodies reporting to the Business Unit (Airworthiness Committee, and Air Traffic Management Committee, General Aviation Group, etc.) The Director will also follow the work of any ASD working body relevant to civil aviation.
4. Contributing to the good functioning of transverse working bodies with emphasis on civil aviation.
5. Ensuring the liaison with the External Affairs Commission on civil aviation lobby issues. He/she will attend the meetings of this Commission.
6. Managing Civil Aviation lobby campaigns in liaison with the Business Unit and the External Affairs Commission, as well as attend meetings with officials from the Brussels institutions, prepare position papers and letters for signature by the Secretary General and the President
7. Building, together with the Secretary General, relations with the International Coordinating Council of Aerospace Industries Associations (ICCAIA) and attend its meetings. The Director will ensure that the Executive Secretariat of ICCAIA is properly manned and conducted during the ASD Chairmanship of the organisation. He/she will coordinate the strategic orientation of ASD within ICCAIA through debate in the Business Unit.
8. Managing a team of experts in support of the above functions.



SPECIFIC RESPONSIBILITIES AND OBJECTIVES WITHIN ASD'S WORKING BODIES

The Civil Aviation Director will contribute to the preparation of ASD Board meetings and their follow-up in the various Commissions under his responsibility.

He/she may attend the meetings of all working bodies reporting to his/her Business Unit and any of the Commissions in his area of responsibility.

He/she acts as a liaison on the Boards of ASD's Affiliated Associations

MAIN QUALIFICATIONS REQUIRED

The position of a Civil Aviation Director is a senior management position at the executive level.

The jobholder should have an extensive aerospace industry experience, be familiar with the EU world and topics related to the EU and global aviation industry.

He/she must have an understanding of the functioning of the European institutions and policy making. Previous experience in lobbying/regulatory issues is a considerable advantage.

He/she should have excellent communication skills and must be fluent in English, both oral and written. A good working knowledge of French is desirable. Knowledge of another major European language is an asset.

He/she must have excellent leadership skills in order to successfully manage different teams in a multicultural business environment.

He/she must be able to work in a positive spirit in the consensus-oriented environment of a European Association and should be willing to travel extensively.