

Director of Safety

Position Summary:

The Director of Safety manages the Company's Safety Management System, including the identification of trends, hazard mitigation procedures, and oversight of safety programs. Provide Accountable Executive with initiatives to minimize the risks within the Company for all aspects of flight safety.

Duties & Responsibilities:

- Serve as the leader and motivating voice for spreading the Company's safety culture, programs and protocols on a regular basis to all team members via regular emails, calls, meetings, webinars, Safety Summit, etc.
- Management and oversight of the Safety Management System
- Management and oversight of aviation safety programs
- Perform data analysis and trending of flight hazards
- Work with Flight, Maintenance and Flight Coordination staff to recommend safety improvements for all flight operations
- Manage and coordinate risk management and reduction strategies within the organization on a regular and ongoing basis
- Manage and coordinate the investigation of Company incident, accident and irregular operations
- Attend and represent the Company at industry and safety related functions
- Serve on the Company's Safety Committee
- Provide consultation, guidance and technical assistance on matters related to workplace safety and security
- Develop, implement, and update all safety programs
- Assist each department in establishing standards and developing controls or work processes specific to departmental operations to minimize risks and eliminate hazards
- Maintain a company Risk Assessment matrix to establish safe levels of risk
- Ensure safety publications are consistent with governmental regulations and directives
- Develop and manage safety and risk related training
- Manage the Company's Emergency Response Program and training
- Manage hazardous material training and required reports

Knowledge, Skills & Abilities:

- Working knowledge and understanding of aviation safety programs
- Proficiency in Microsoft Office Suite
- Ability to handle and maintain the confidentiality of sensitive information
- Ability to work under minimal supervision and to exercise independent judgment, discretions and initiative
- Strong verbal written communication skills
- Great public speaking and presentation skills
- Ability to motivate others around safety initiatives

Education and Work Experience:

- Five or more years of aviation safety management experience
- Bachelor's degree (BA or BS) or equivalent in Aviation Safety Management or similar program or an equivalent combination of education and experience
- Training in the following areas: flight safety philosophy, human factors and the decision-making process, accident prevention, the role of the safety officer as advisor to senior management, risk management, accident/incident management, safety management systems, emergency response planning, and incident investigation