

## **Short Term Planner (Permanent, full-time position)**

Due to our expanding business, including a new base in Malta, Titan Airways requires a Short Term Planner to join and support our existing team in our hangar at London Stansted Airport.

### **The main duties and responsibilities of the role are as follows:**

- Process and update Technical Log and maintenance compliance information in the computer maintenance tracking system
- Produce a four-week forecast of maintenance due on each aircraft; updated on a daily basis and to liaise with the Head of Maintenance, Technical Control and Stansted Station Engineer to plan the work effectively
- Produce and review maintenance forecast/due lists for the company fleet
- The production of all paperwork and technical data required by the third party MROs to accomplish the line maintenance requirements
- In conjunction with the Head of Maintenance, prepare worksopes for both line and base maintenance inputs
- In conjunction with the Systems Data Integrity Engineer, ensure the control of the aircraft, engine and APU Hard Times including On Condition/Condition Monitored Components in terms of accuracy of set up in the CAM IT system
- The processing of completed/incomplete maintenance actions and component removals/refits/replacements on receipt of completed work packages
- Deal directly with the ground and flight operations department to correct technical log errors from the source information
- The issue of Technical Log corrections to the Technical Controller or relevant line station
- Any other duties as request by the Systems Data Integrity Engineer, Head of Maintenance or Head of Fleet Technical Management

### **The following requirements are essential for this role:**

- Experience in a Part M Technical Records and/or Short Term Planning environment
- Knowledge of EASA & UK CAA regulations
- Familiar with MPD, AMP and CMM
- Excellent verbal and written communication skills, maintaining attention to detail and accuracy
- Good time management with ability to prioritise confidently in a fast-paced, ever-changing environment
- IT literate with a good working knowledge of MS Office packages
- Ability to live and work in the UK
- Fully vaccinated against COVID (unless medically exempt)

### **Other advantageous qualities:**

- Experience with technical records in terms of aircraft introductions and re-deliveries
- Knowledge and experience in OASES software
- A full/current driving licence

The position is permanent, full time and the hours of work will be Monday-Friday 9:00am to 5:30pm, however a degree of flexibility will be expected due to the nature of the job.

If you believe you have these essential qualities, please send a covering letter and CV to [recruitment@titan-airways.co.uk](mailto:recruitment@titan-airways.co.uk)

The closing date is close of business on Wednesday 15<sup>th</sup> June 2022.