



Role Profile – Planning Engineer

Reports to: Deputy Head Planning & Supply Chain

Department: Planning

Location: Twin Peaks, St Athan

Hours of work: 37.5 hours per week, Monday – Friday

About Caerdav

Founded in 2012, we are one of the few independent UK-based MROs, specialising in the Airbus and Boeing families of aircraft. We have also trained thousands of pilots who now work in every sector of commercial aviation, ranging from Boeing 747 cargo operators to captains on national flag carriers.

We pride ourselves on completing outstanding work quickly, on time and on budget, providing vital support for airlines who need a reliable support partner, whatever the nature of their operations.

Caerdav has ambitious plans for growth over the coming 12 months. We are currently driving an agenda to improve efficiency and streamline our operations to support and ensure the continued growth and success of our team and our business.

Role Summary

Part of an effective high performing team, the successful applicant will be able to plan all Caerdav maintenance requirements in accordance with the MPD, AMP and the Customer, ensuring compliance to all airworthiness requirements and maximising aircraft serviceability. Applying knowledge of the Part-145 to effectively manage key planning processes to demonstrate compliance. Interfacing and communicating effectively with Owner / Operators and Third Parties.

Main Responsibilities

- Undertake Lead Role with allocated Planner, project manage aircraft maintenance work pack
- Initiate the build-up of the work pack in accordance with Company Procedures and Processes to ensure all relevant aircraft maintenance folders have been created
- Assemble the work pack received from the customer
- Analyse and stage the work pack
- Identify CMT, CDCCL, EWIS, EZAP and ETOPS tasks
- Create and carry out regular audits and updates of Excel LOW containing the final work scope
- Control the Customer Query Log and revisions
- Write staged task cards to ensure all aspects of Airworthiness Directives, Service Bulletins, Modifications, Engineering Order Instructions are captured and understood. Highlight relevant information in the Extended Narrative of the task cards
- Capture all effective materials and tooling, ensuring they are added to every card and Excel LOW updated
- Utilise appropriate data platforms e.g. Oases, Amos, MyBoeingFleet and Airbus World
- Send pre-load to Purchasing and Stores Departments
- Manage third parties
- Prepare and chair Pre-Input Meeting two weeks prior to aircraft arrival, recording minutes on Centrik
- Communicate the project plan to the Production Planning team
- Monitor progress, re-plan and schedule additional work prior to aircraft input
- On aircraft arrival, review ATL and all ADDs raised and capture NRCs and WCRs
- Print and organise the work pack for delivery to production
- Notify the Planning Supervisor when work pack is ready for audit
- Ensure all MOE and customer procedures and processes are observed during project delivery by planning
- Carry out post check review post aircraft delivery
- Actively contribute to the development and continuous improvement of internal procedures and processes
- Perform other tasks and/or learn new skills which are not included in the above description but are within the capabilities of the individual and, where necessary, be provided with training

Person Specification		
Factor	Essential	Desirable
Qualifications		
GCSE qualifications grade C (or equivalent) in Maths and English	X	
Appropriate technical qualification, engineering apprenticeship, HNC or equivalent	X	
Relevant Experience		
Relevant experience within an aircraft maintenance environment	X	
Previous experience within an aviation MRO Part-145 (or equivalent) environment	X	
Working knowledge of EASA Part-145 Regulation and CAP 562		X
Detailed knowledge of engineering planning processes and procedures		X
Aptitude, skills and abilities		
Strong communication skills – active listening, verbal and written skills	X	
A 'Self Starter' – motivated and comfortable working autonomously	X	
Ability to solve problems – tackles issues proactively and is able to offer solutions	X	
Negotiation skills – able to confidently influence a positive outcome	X	
Organisation skills – able to prioritise workload and tasks effectively	X	
Analysis skills – collects and analyses information to solve problems and make decisions	X	

Project Management skills – able to manage multiple projects ensuring that key milestones and outputs are met	X	
Tenacious – driven to complete projects on time whilst maintaining high standards	X	
Team player – makes a positive contribution to a supportive environment	X	
Flexible – willing and able to respond to changing circumstances and expectations readily	X	
Diligent - thoroughness in accomplishing a task through concern for all the areas involved, no matter how small. Monitors and checks work	X	
Good standard of computer literacy including Microsoft Office, Outlook, Word and Excel	X	

Build your career with us...

At Caerdav, we recognise that our success comes from the talent, passion and dedication of our team. Working collaboratively, we share the challenges and rewards that come from growing our company, which reinforces our culture of ownership. We all benefit from the value we create collectively.

We offer a generous annual leave entitlement and a Company pension scheme. Our working environment is fast paced, exciting and fun to work in. We believe in communicating openly and honesty and trust in the ability of our valued team to deliver our vision.