

### Job Description

Position	Crewing & Rostering Supervisor
Reporting to	Head of Commercial Operations
Dept	Commercial Operations

### Key Relationships

#### Internal

Ground Operations Manager  
Head of Flight Ops & Compliance  
Aircrew  
Commercial team  
Maintrol  
Engineering  
Ramp/Flight Despatch

#### External

Aviation Brokers  
Air Traffic Control  
3<sup>rd</sup> Party Providers

### Nature and Scope of Role (summary of the role detailing the key objectives)

To maintain all aircrew flying, duty and rest periods in accordance with the company's Flight Time Limitations and to perform day to day crewing responsibilities of pilots/cabin crew to ensure an efficient crew programme. Responsible for organising all flight crew/cabin crew company travel as required. Completion of company rostering in accordance with regulations and to maximise and maintain an efficient operation.

Role will entail working days shifts including bank holiday and include 1 in 4 weekend working.

## **Primary Responsibilities**

1. To interpret and maintain an efficient operation of the Company's Flight Time Limitations Scheme (UK CAA and EASA).
2. Maintenance of all aircrew flying, duty and rest periods in accordance with the approved Company FTL scheme including managing the processing of Commander's Discretion Reports.
3. Day to day crewing of pilots/cabin crew to maintain an efficient crew programme
4. To provide advice to Commercial/Operations team for any necessary schedule changes as required due to flight time limitations.
5. To ensure the most cost-effective ways of optimising crew utilisation
6. Perform monthly internal audits to ensure all duties have been maintained in accordance with the approved FTL scheme
7. To liaise with the Head of Training, Chief Pilot and Ground Operations Manager regarding the organisation and rostering of all aircrew and ground crew training.

## **Other Responsibilities**

The general day to day running of the operations function for the airline and supporting and guiding the workload of the Ops/Commercial team on shift. Monitoring the aircrew roster to ensure there is sufficient crew coverage to support the flying programme and reporting on any incidents or issues that could affect safe, legal or punctuality of the schedule.

1. To perform daily roster checks to ensure there is correct crew coverage to support the flying programme and projected commercial coverage for ad hoc charters reporting on any areas of concern to the Ground Operations Manager.

2. To support the commercial department with their requirements and requests.
3. To support, monitor and direct the day to day workload and productivity of the Operations Controllers.
4. To ensure the safe, punctual and efficient operation of the flying schedule at all times
5. To review the commercial feasibility of the schedule and to ensure that any issues that cause disruption to the flying programme are recovered expeditiously with regard to the highest standards of passenger care. Ensuring the Commercial team and Ground Operations Manager are informed and any additional expenditure is approved.
6. To monitor the legality and integrity of the aircrew roster ensuring that it is operated cost effectively and fairly.
7. To provide operational and statistical performance data for analysis as may be required from time to time
8. To update and maintain the Operations Procedures Manual.
9. To perform any other reasonable task or duty as may be required or delegated for the safe, effective operation of the business.