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|  | NHV | DATE OF ANALYSIS | **03/07/2019** |
| **Assistant Flight Operations & Training Department – Ab-Initio First Officer** | ANALYST | **HR/SVE/BDB** |
| **JOB DESCRIPTION** | REPORTS TO | **Base manager Ostend** |
| DIMENSIONSFlight OperationsGround OperationsTrainingAll AOC’s within NHV GroupLocation: HQ: OstendPossible travel to other NHV basesBelgian contract of employment | JOB SUMMARYThe Flight Operations & Training Assistant works in the operation standards team as a specialist on a number of subjects with standards coordinators on defining and maintaining a complete set of procedures, manuals, tools and training material such as: * Aircraft performance
* Navigation
* Standardization
* Flight and Ground Crew Procedures
* Risk management
* Training

The standards team provides these procedures throughout the NHV group for all AOC’s and other operations.RESPONSABILITIES & MAIN RESULT AREAS AREA 1:* Assist in the planning and follow up of the initial and recurrent crew training
* Assist in the planning of the ATO courses
* Assist the Flight operations manager in the development of Operating Manuals, webmanuals, checklists, and all ops related book-work
* Assist the Training manager in the development of training manuals

AREA 2:* Acting responsible to the pilot-in-command in conducting an efficient and safe (offshore) flight, including SAR, HHO and platform ops.
* Responsible for the technical preparation of flights (i.e. route planning, fuel calculations and general inspection of the helicopter)
* administration pre and post flight
* General administrative work
* Demonstrate a high degree of customer service awareness

EXPERIENCE * EASA CPL(H) License
* EASA Class 1 Medical
* EASA IFR (H)ME
* ATPL(H) theory and MCC certificate

SKILLS* Languages:
	+ English Proficiency Level 5
	+ Dutch speaking/understanding is mandatory
	+ French speaking/understanding is mandatory
* Good ICT-knowledge of Microsoft Word is a must
* Flexible, motivated team player with a high attention for details
* Good communicator
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| OBJECTIVESMain purpose is to work on the development, the updating and the distribution of flight, ground and training standards, for flight crew and ground staff of all helicopter types and operational specialties.First officer in offshore operations and HHO missions.Ensure safe flights according to NHV’s operation manuals  |
| COMPETENCESCORE* Performance motivation
* Flexible
* Initiative
* Teamwork
* Reliability
* Identification with the organization

JOB RELATED * Problem analysis
* Customer orientation
* Knowledge sharing
* Accuracy
* Decision making
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| ABOUT NHV GROUPWe are a fast growing Business-to-Business aviation services provider for the offshore & onshore industries. We operate a young fleet of more than 60 helicopters in Europe and Africa. |