



Job Title:	Crew Planner (Experienced)
Department:	Flight Operations
Location:	Dublin (Head Office)
Job Type:	Full time permanent
Recruitment Source:	Internal / External

The Role

The Crew Planner produces rosters that provide for coverage of all planned activities for CityJet crew members. Flying, training, regulatory, and administrative duties are rostered, in advance, to the relevant standards and requirements.

Duties & Responsibilities

The Crew Planner will report to the Crew Resource Planning Manager.

Main Tasks include:

Plan Pilots and Cabin Crew rosters

- Comply with statutory regulations and company standards
- Produce cost-effective pilot and cabin crew rosters as required.
- Ensure the flying programme is covered.
- Allocate duties evenly by fair distribution.

Plan and administer training for crew

- Plan all recurrent crew training/medicals within expiry limits.
- Ensure training/meeting rooms are booked as required.
- Plan, maintain and update the simulator schedule for CityJet and third parties whilst coordinating SIM maintenance requirements with the SIM operator.
- Input all training from the Crew Management System (CMS) into the training database
- Assemble and maintain training folders and documentation for relevant courses
- Manage the pilot and cabin crew Computer Based Training (CBT) on the Learning Management System (LMS).

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- Coordinate and plan all initial, conversion and refresher courses for new entrants, and for crew returning to CityJet
- Plan renewals of the instructors and examiners to maintain their qualifications
- Interact with Crew Resource Coordination department if training changes are required, or if re-training is necessary

Plan and administer crew leave

- Plan and administer leave for pilots and cabin crew.
- Plan leave within legal requirements, and according to company policy.

General Administration

- Manage Crew base transfers, promotions, demotions, and contract changes in the relevant database.
- Liaise with HR and other departments as required to organise crew meetings.
- Undertake other duties as required by the Crew Resource Planning Manager.

Qualifications / Skills / Competencies

- Excellent analytical ability
- Good attention to detail
- Ability to consistently meet deadlines
- Adaptability; must be able to react positively to changing requirements
- Proficiency in Microsoft Word, Power Point, and Excel.
- Experience in producing rosters (an advantage)
- Knowledge/experience of the Airline industry (an advantage)

Please forward a C.V. by 18th January 2017 to HR Department, CityJet, Swords Business Campus, Balheary Road, Swords, Co. Dublin or by email to recruiting@cityjet.com

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