

JOB TITLE	Flammability Certification Coordinator
REPORTING TO	VP Engineering
DEPARTMENT/SUB DEPARTMENT	Engineering
LOCATION	Rochford
OVERALL PURPOSE	
To create and maintain flammability documentation on Bombardier programme. To coordinate flammability activities with other departments for legacy and new projects.	
PRINCIPLE ACCOUNTABILITIES	
• Responsible for compiling/checking/approval and maintenance of Engineering Trim Build Specifications (ETBS), including liaison with other departments and customer. • Responsible for compiling/checking/approval and maintenance of all ongoing Flammability Test Plans/Reports, including liaison with other departments and customer. • Responsible for coordinating all flammability activities with other departments, including QTP creation, flammability coupons planning, testing and QTR creation. • Responsible for providing timely responses to technical requests, including but not limited to: spares info requests, review of revised design specifications/purchase orders, leather batch uses, aircraft interior swaps. • Responsible for coordinating and managing administration tasks, including but not limited to: storage of fire test results, Form 1s, new aircraft design standards, intranet update requests, tracker updates. • To support customer design reviews. • To support checking and approval of flammability documents. • Ensuring that a high standard of housekeeping is maintained. • To support team members with other tasks as and when necessary. • To help create and maintain a safe working environment and observe the published Health and Safety procedures. • To carry out any other tasks where reasonable and relevant, when required.	

CANDIDATE SPECIFICATION



QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE English and Maths (or equivalent) at grade C or above		✓
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Experience preparing, checking and maintaining formal documentation to defined standards	✓	
Ability to interpret technical specifications and engineering drawings	✓	
Proficient on IT systems, including MS Office	✓	
Experience in engineering, certification, quality or technical administration		✓
Knowledge of aircraft interior materials		✓
Aerospace industry experience particularly in aircraft interiors or seating		✓
Knowledge of cabin interior flammability requirements and test methods		✓
Experience of liaising directly with customers and/or external test houses		✓
Understanding of configuration control, change management and PLM/ERP systems		✓
Awareness of CAA/EASA/FAA approval processes and documentation		✓
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	