



AirNav Ireland

Recruitment of Chief Executive
Candidate Information Booklet
October 2024



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The Position

Title of position:	Chief Executive
Tenure:	7-year term
Employing Authority:	AirNav Ireland
Location:	11-12 D'Olier Street, Dublin 2, D02 T449
Organisation website:	www.airnav.ie

The Organisation

The Irish Air Navigation Service trading as AirNav Ireland (AirNav Ireland) is a commercial semi-state company, established under the provisions of the Air Navigation and Transport Act, 2022 (the Act). AirNav Ireland's main function is the provision of air traffic management (ATM) and related services in Irish controlled airspace and at State Airports. AirNav Ireland generates revenues from charges and fees raised from airline customers for the provision of ATM and related services. AirNav Ireland operates independently without any financial support from the Irish Exchequer (see www.airnav.ie for full details on AirNav Ireland's activities and performance).

Role Summary

The Chief Executive's functions are described in Section 35 of the Act, as follows:

- to carry on, manage and control generally the administration of the Company;
- to comply with the Board's lawful directions; and
- to advise the Board on any matter relating to or affecting the Company's:
 - (i) functions relating to the safety of air navigation services
 - (ii) the Company's other functions

The Chief Executive reports to the Board on the role's primary objective to ensure AirNav Ireland performs its statutory obligations as set out in the Air Navigation Transport Act, 2022 and does so in accordance with the associated performance and safety deliverables as determined by international and EU requirements.

AirNav Ireland's primary statutory function as the Irish State's Air Navigation Service Provider (ANSP) is to provide safe and efficient air navigation services and air traffic management (ANS/ATM), and to do so on a sound commercial basis. The Chief Executive is particularly responsible for safety matters relating to the delivery of the Company's statutory functions.

The appointment of a Chief Executive of AirNav Ireland is subject to a regulatory approval process.

Strategic Context

AirNav Ireland operates in an international environment providing air traffic management and communication services to its customers. The role of Chief Executive is to maintain AirNav Ireland's strategic position in European and international ATM operations, to support its growth in the global aviation industry, to promote technological advances and innovation and to address regulatory changes that pose challenges to AirNav Ireland arising from:

- Satellite based and new technologies;
- Growth in the aviation industry; and
- Major European dimensions with Eurocontrol, EASA and the European Union, in addition to the International Civil Aviation Organisation (ICAO).

AirNav Ireland is a partner in a number of international activities, including:

- Aireon (www.aireon.com)
- Entry Point North (www.entrypointnorth.com)
- COOPANS (www.coopans.com)

- SESAR (www.sesarju.eu)
- Deployment Manager (www.sesardeploymentmanager.eu)

AirNav Ireland works with Eurocontrol (www.eurocontrol.int) and EASA (www.easa.europa.eu).

Accountabilities

As part of the statutory functions, the Chief Executive must:

- Continue to improve and expand AirNav Ireland's strong focus on its customers in order to ensure that AirNav Ireland provides a safe and cost-efficient service to its customers.
- As the accountable manager within the meaning of Regulation (EU) 2017/373 ensure the delivery of safe operations, satisfy regulatory requirements of that position and AirNav Ireland's compliance with applicable regulations.
- Ensure the formulation and approval by Board and successful implementation of strategic plans, capital plans and budgets that deliver the performance required to meet the needs of customers, European and international regulatory authorities and the shareholders.
- Direct and control capital investment programmes to ensure the long-term technological viability and service delivery of AirNav Ireland.
- Achieve targets agreed by the Board, making sure that commercial effectiveness is balanced with safety decisions and customer services.
- Continue to develop and maintain an organisation structure and a managerial and professional team capable of meeting AirNav Ireland's business objectives including those as set out in corporate plans.
- Ensure that AirNav Ireland is positioned to deal with challenges posed by changes in the aviation industry and is resourced to exploit new opportunities.
- Articulate and positively promote AirNav Ireland and its interests with official representatives, shareholders, the media and other external audiences to promote confidence in and support of AirNav Ireland's policies, goals and initiatives.
- Participate in international bodies in order to influence changes in the global aviation environment (e.g. Eurocontrol, EASA, ICAO etc.).
- Participate in core strategic alliances as determined by the Board including but not limited to: Aireon; Entry Point North; COOPANS; SESAR; Deployment Manager and work in an integrated manner with Eurocontrol and neighbouring ANSPs e.g. NATS.
- Lead, motivate and develop the staff of AirNav Ireland in order to achieve their maximum potential in the delivery of business objectives and ensure the delivery of safe services.
- Provide sectoral leadership to ensure and facilitate the growth of Irish civil aviation industry safely and efficiently.
- Develop a positive working relationship with Government departments and participate in Government initiated projects as and when required.

Direct Reports

The Chief Executive is responsible for managing and leading the following direct reports:

- **Deputy Chief Executive | Director Human Resources** – Responsible for human resources issues generally, including manpower policies, industrial relations, recruitment, pensions and health and safety issues.
- **Director Safety** – Responsible for overseeing the safety performance of AirNav Ireland and adherence to safety regulations.
- **Director ATM Operations & Strategy** – Responsible for directing the air navigation services, including air traffic management, along with ensuring the resources, including capital and operational programmes, are adequate to deliver the ANS/ATM service.
- **Chief Strategy Officer Economic Regulation and International Affairs** - Responsible for economic strategy including meeting economic regulatory requirements and the representation and coordination of international corporate strategies.
- **Head of Corporate Affairs and Sustainability** – Responsible for corporate affairs, sustainability, international relations, PR/Media policies and contingency plans.
- **Director Finance** – Responsible for all financial aspects of the business.
- **Head of Business Innovation & Commercial Strategy** - Responsible for overseeing and implementation of commercial opportunities and commercial investments.
- **Company Secretary/Solicitor** – Responsible for all company secretary statutory duties and acts as in-house legal advisor for AirNav Ireland.
- **Internal Auditor** – Carries out independent audits to safeguard the AirNav Ireland's assets and also carries out any special costing work required by the Chief Executive. Reports to the Board Audit Finance and Risk Committee.
- **Director Technical Services** – Responsible for the continued service of all technical systems both operation and corporate, to ensure the viability of safe, secure and efficient technical systems.

The Person

The role of Chief Executive of AirNav Ireland is provided for under Section 35 of the Act.

Essential Requirements

The successful candidate must be able to demonstrate evidence of:

- A technical or professional qualification in an appropriate discipline.
- Proven track record of leadership success at senior management level in a complex organisation within the public or private sector.
- Ability to represent and promote AirNav's interests and pursue business opportunities in the national and international fields.
- Excellent communication skills and an ability to develop and maintain relationships with and influence the company's key stakeholders, such as the Board, shareholders, employees and global aviation industry.
- Strong financial and commercial acumen, with experience of identifying opportunities and managing significant capital projects
- Proven ability to develop and implement a robust strategic plan, with experience of tracking key milestones
- An understanding and knowledge of the aviation sector, either nationally or internationally and/or another regulated safety critical sector.

Desirable Attributes

The successful candidate should also be able to demonstrate evidence of:

- An understanding of the challenges of working in an economically regulated industry while overseeing and implementing safety and ATM operational regulations all of which underpin the statutory functions of the post.
- Ability to communicate complex technical information to a variety of audiences.
- An understanding of Air Traffic Management Services, their safety and commercial aspects.
- Ability to develop teams and build environments of high performance.
- A knowledge and understanding of sustainable energy initiatives within the aviation industry.

Key Competency Areas

- Strategic Capability
- Dynamic Leadership
- Technical/ Professional Competence
- Business Acumen
- Motivational Skills

Conditions of Service

The terms and conditions of service are in line with relevant legislation/policy and are commensurate with the seniority of the role (further information available from Forvis Mazars).

Tenure

The position is offered on a 7-year term.

Regulatory Approval

As the position holder is the accountable manager within the meaning of Regulation (EU) 2017/373, appointment to the role requires regulatory approval and the position holder must undertake to satisfy all regulatory requirements.

Probation

Employment will be subject to a probationary period of six months. This period may be extended by a period of three months but will not exceed a total duration of nine months. Performance of duties will be monitored and appraised during this period.

Location

The position is currently based at the headquarters of 11-12 D'Olier Street, Dublin 2, D02 T449, but the role also involves management time at AirNav Ireland's operational sites across Ireland.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43.75 hours gross per week (37 hours net). The successful candidate will be required to work additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Sick Leave

The rate of pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the Civil & Public Service sick leave circulars.

Annual Leave

The annual leave allowance is 30 days. This allowance is based on a five-day week and is exclusive of the usual public holidays.

Outside Employment

The position is whole-time, and the holder is not permitted to engage in private practice, or be connected with any outside business, which would interfere with the performance of official duties.

The Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this appointment. Further information on the conditions of employment will be outlined in the contract of employment for the successful candidate.

Other Conditions of Employment

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the appointee.

How to Apply

Forvis Mazars have been retained by AirNav Ireland to assist with the appointment of the Chief Executive role. Forvis Mazars, on behalf of AirNav Ireland, invites applications from suitably qualified candidates both nationally and internationally, and will be undertaking a comprehensive recruitment process as part of this recruitment campaign.

Forvis Mazars will be managing all aspects of this recruitment project on behalf of AirNav Ireland. No enquiries or canvassing should be made directly to AirNav Ireland.

Applications should be submitted online and must include:

1. A cover letter outlining why you wish to be considered for the role;
2. A comprehensive CV clearly showing your relevant achievements and experience in your career to date.

Only applications fully submitted online will be accepted into the campaign.

To apply for this role, visit www.forvismazars.com/ie/en/executiverecruitment and search Ref. AIR0124.

Closing date

Deadline for application: 12 noon on Monday, 11th November 2024 (Irish time)

Applications will not be accepted after the closing date/time.

An acknowledgement email will be issued for all applications received. If you do not receive acknowledgement of your application within 24 hours of submission, please contact the Forvis Mazars Executive Recruitment Team by email (execrecruit@mazars.ie) to ensure your application has been received.

Interviews

Candidates will be notified of interview details at the earliest convenience. Candidates should ensure that the contact details specified on their application form are correct.

Reasonable accommodations

AirNav Ireland places a strong emphasis on diversity, inclusion and equality at all levels of the organisation. Any candidate who requires reasonable accommodations at any stage of the selection competition should indicate their requirements. Any queries in relation to any disability or other issue which may be addressed through making such reasonable accommodations, can be addressed to the execrecruit@mazars.ie or telephone to +353 (1) 4494400.

Selection process

The Selection Process may include the following:

- Shortlisting of candidates based on the information contained in their application;
- Competency based interviews, or other interview format
- Any other tests or exercises that may be deemed appropriate including but not limited to Psychometric testing.
- References

Shortlisting

AirNav Ireland reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the applications submitted or a shortlisting interview.

Where, by reason of the number of persons seeking admission to the competition and the standard of knowledge, training or experience in general of such persons, AirNav Ireland considers that it would be reasonable not to admit all the persons to the competition, AirNav Ireland may admit to the competition only persons who appear likely to it to attain in the competition a standard sufficient for selection and recommendation for appointment.

The information you supply in your application will play a central part in the shortlisting process. AirNav Ireland's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

Interview

If selected for interview you will be contacted in relation to any interview dates and times. You may also be contacted in relation to the requirement to complete an on-line questionnaire should this be included in the selection process. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated.

The interview is your opportunity to give evidence of your knowledge, skills and experience and AirNav Ireland's opportunity to assess your suitability for the role as advertised.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that AirNav Ireland is satisfied that such person fulfils the requirements of the role or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore for you to note, the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview.

AirNav Ireland may at its discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as AirNav Ireland considers appropriate in the preliminary interview.

Interviews shall be conducted by a panel determined by the Board of AirNav Ireland following an assessment of the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed qualifications and any other relevant matters. Only candidates who reach such a standard as AirNav Ireland considers satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for interview.

AirNav Ireland reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses.

Offer of Appointment

AirNav Ireland shall require persons to whom an appointment is offered to take up such appointment within a period of not more than three months. If the person fails to take up the appointment within such period, or such longer period as AirNav Ireland in its absolute discretion may determine, AirNav Ireland may not appoint them.

Deeming of candidature to be withdrawn

Candidates who do not complete and submit any assessments before the specified date or do not attend/undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. The personal information (data) collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to the regulations.

General Information

Citizenship

AirNav Ireland has a legal obligation to ensure that all employees are lawfully entitled to work in Ireland. Where applicable and to support an applicant's application, applicants must submit a valid work permit/visa confirming permission to work in Ireland. Failure to submit the required evidence will result in the application and/or contract of employment being rendered void.

Eligible applicants must be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
2. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
3. A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
4. A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
5. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa.

Note in respect of UK citizens: The recently concluded EU/UK Brexit negotiations have confirmed that the longstanding Common Travel Area Agreement between the UK and Ireland remains unchanged post-Brexit. Accordingly, UK citizens remain eligible to work and reside in Ireland without restriction and, as such, to make an application to compete for this competition where they meet all other qualifying eligibility criteria.

Reference checks

Please note that any offer of employment made to a successful candidate will be subject to satisfactory

reference verification and satisfactory verification of academic and professional qualifications.

Security Clearances

Please note that Garda Clearance may be required for this position. Where required, if you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, you must furnish a separate Police Clearance Certificate from each country stating that you have no convictions recorded against you while residing there.

It is your responsibility to seek security clearances in a timely fashion. The successful applicant cannot be appointed without this information being provided and being in order.

Confidentiality

Candidate confidentiality will be respected at all stages of the recruitment process. Applicants should however note that all application material would be made available to those with direct responsibility for the recruitment process within AirNav Ireland.

Please note information provided by you as part of your application may be used as part of our diversity, equality and inclusion metrics in relation to this campaign.

Legal compliance

Forvis Mazars and AirNav Ireland are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

GDPR compliance

Forvis Mazars collects, processes and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained and destroyed in compliance with the Data Protection Acts 1988 - 2018.