



Job Description

Position	Technical Records Consultant
Team	Technical Records
Responsible Director	VP, Technical Records & Quality
Responsible Line Manager	Technical Records Manager

Summary of Role;
To provide Technical Records support to the Willis Lease Finance portfolio/program and other areas of the business when required.

Principal Responsibilities and Activities:

Area of activity	Responsibility
Engine Records Review and Management	<ul style="list-style-type: none">• Review and verification of the accuracy and completeness of Technical Documentation, including but not limited to lease return, post lease inspections and minor shop visit etc• Ongoing maintenance and review of the engine records during lease period• Responsible for the collation and management of original records with due consideration for regulatory and Willis storage obligations• Audit compliance of Airworthiness Directives and Service Bulletins for each engine and ensure correct/current status is entered into the applicable database and records management system• Update Willis database for tracking of accurate and current information for engines, components, inspections and other technical information including monthly utilization• Understands Life Limited Back to Birth trace requirements including how particular ADs and SBs affect the life limit of LLPs
Continuous Records Management	<ul style="list-style-type: none">• Ensure all engine records are updated to accurately reflect the latest technical data, (i.e. ADs, SBs)



	<ul style="list-style-type: none">• Ensure all updated engine records are filed in the relevant location, whether they are hard copy or digital records.
Planning and Organising	<ul style="list-style-type: none">• Continuous updating/familiarity with WAML and WLFC processes and procedures.• Manage conflicting priorities and tasks on a day to day basis• Liaise with other team members to ensure workload is shared and effective handovers take place when necessary• Ensure activities/projects/tasks are completed within agreed timescales/deadlines and reported to the relevant Managers/ Stakeholders.
Day to day communications / interactions	<ul style="list-style-type: none">• Deliver clear verbal and written communication at all times bearing in mind cultural and religious differences when dealing with internal/external customers and regulatory officials• Communicate with Project Managers, Lease Return Coordinators, Lessees/Operators and/or Maintenance Organisations to obtain required engine data
Self - management	<ul style="list-style-type: none">• Produce high quality work with minimal support from manager• Be extremely diligent and detail oriented with excellent analytical skills
Continuous Improvement	<ul style="list-style-type: none">• Work with existing working practises and procedures but provide ideas and suggestions for improvement when required
Commercial Awareness	<ul style="list-style-type: none">• Take responsibility for building an in depth understanding of the knowledge and commercial aspects of WAML and WLFC operations and business.
Customer Relations	<ul style="list-style-type: none">• Build good relationships with internal and external customers.• Manage customer expectations and activities.• Keep customer informed of any issues and report accordingly.

The Post holder will be expected to carry out any other duties allocated that are appropriate to the grade and nature of this post.

Job Descriptions will be reviewed and discussed annually in line with the Staff Appraisal Scheme.