



Candidate Brief



Director, Flight Training

For more information please contact:

PROJECT TEAM

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INTRODUCTION

On behalf of the Air Transport Association of Canada, thank you for considering this important opportunity. This Candidate Brief contains an overview of the organization, position and candidate profile, our search process, and a few points we would like to get your agreement on at the beginning of the search.

This document is intended to provide you with information, and is not a contractual document. Some of the material may be subject to change. We will do our best to keep you informed of any new developments over the course of the search. At any time during the search process, should you have any questions or require further clarification, we would be happy to assist.

Additional information regarding the organization can be found on their web site at: <http://www.atac.ca>

Please feel free to contact us should you have any additional questions. Thank you for your time and interest.

Yours truly,



Michael Williams

Overview – Air Transport Association of Canada

Founded in 1934 to provide Canada a needed focus on aviation excellence and industry growth, the Air Transport Association of Canada (ATAC) was created and now serves as Canada's national trade association delivering value to over 200 member companies. By providing a regulatory framework, addressing legislative issues, and unifying the industry's voice, amongst other services, for commercial aviation and flight training industries as well as aviation industry suppliers, ATAC advances the issues that affect their members' bottom lines.

ABOUT THE POSITION

Title	Director, Flight Training
REPORTS TO:	President and Chief Executive Officer
LOCATION:	Ottawa
SCOPE:	ATAC is seeking an experienced Director of Flight Training responsible for all matters relating to flight training schools with ongoing support to members in this category. Reporting to the President and Chief Executive Officer, the Director will manage the Air Cadet Power Pilot Scholarship Program, Co-Chair the Flight Training Committee, handle all vocational flight training issues and regulatory and legislative changes, and coordinate all ATAC missions to international and domestic flight training trade shows. In addition, this position will plan, organize and facilitate the agenda and the delivery of content for the two annual meetings of the Flight Training Committee.

Key Responsibilities

➤ Flight Training

- Co-chair the Flight Training Committee
- Responsible for Member support of this category
- Regulatory (Transport Canada and ICAO) and Legislative monitoring of changes
- Pilot HR issues
- Represent ATAC on flight training advisory boards
- Represent ATAC at international flight training conferences
- Responsible for the Flight Training Sessions at ATAC's Canadian Aviation Conference and other flight training meetings

- Development and implementation of the marketing strategy for the international marketing of flight training in Canada
 - Coordinate government supported international commercial missions including management of the Global Opportunities for Association Program.
 - Coordinate with Executive Vice President on 703 issues of common interest with larger carriers
 - Unmanned Aerial Vehicle: Monitoring of the regulatory development and promotion of UAV education and training at flight schools
 - Represent ATAC for the Webster Award
 - Represent ATAC on the Selection Committee for the David Abramson Award
 - Actively participate in Member recruitment in this category
- **The Air Cadet Power Pilot Scholarship Program**
- Manage the program
 - Negotiate the annual renewal of the DND contract in coordination with the flight schools
 - Develop and maintain a sound working relationship with the Department of National Defense (DND) personnel responsible for this cadet training
 - Oversee payments to participating flight training units and ensure flight schools contracts are up to-date.
 - Act as liaison between participating FTUs and DND (problem solving and troubleshooting role)
 - ATAC representative at Air Cadet of Canada functions
- **Vocational Flight Training Regulation & Pilot HR Issues**
- Responsible for all vocational flight training issues and regulatory (federal) and legislative changes in vocational flight training and pilot HR issues (provincial regulation)
 - Support HR research for pilot supply and demand data
 - Working with international regulators to gain mutual recognition of the Canadian pilot licenses in International markets.
 - Work with foreign affairs to promote Canadian Flight training
- **Special Projects**
- Responsible for special projects periodically assigned by the President.

Qualifications

Education: A recognized post-secondary education with a specialization in a related field

Experience:

- Minimum 10 years' experience as an aviation manager
- Demonstrated experience in developing recommendations for Senior Executives and Board of Directors
- Strong communication skills necessary in dealing with all levels of management in the aviation industry.

Competencies:

- Advanced knowledge of national and international flight regulations
- Show strong evidence of leadership and training skills
- Be proactive and decisive when action needs to be taken
- Demand exacting standards from yourself
- Display outstanding interpersonal and communications skills
- Bilingualism (English and French) is considered an asset
- Ability to learn and absorb information about the pilot training industry from multiple media and through network connections
- Ability to look forward and identify trends in the pilot training industry and communicate information to the flight schools

Location: Ottawa

Ottawa, Canada's capital sits on the border between the provinces of Ontario and Quebec in central Canada. It was made capital of the British colonial Province of Canada in 1857 and is described as one of the most beautiful capitals in the world. A population of over 1.2 million makes the Ottawa region the fourth-largest urban area in Canada. A thriving international technology and business centre and world class tourism and convention destination, Ottawa is also rich in culture and heritage with its many national institutions, parklands, waterways and historic architecture. It is home to a large number of foreign embassies and is a recognized centre for both academics and professional training.



For the third consecutive year Ottawa has placed in the top ten in *MoneySense's* list of the best places to live in Canada. Ottawa also rates higher for economic and quality of life criteria compared to many American cities like New York, Boston, Washington and San Jose, and remains 2nd in North America and 14th globally according to the latest 2014 Cost of Living Survey from Mercer Human Resource Consulting. Citizens of Ottawa enjoy unrivalled health, comfort, and economic well-being, due to the unique combination of urban convenience and accessible nature the city has to offer.

According to the Ottawa Real Estate Board, the average sale price of a residential-class property sold in February in the Ottawa area was \$417,374, an increase of 8.5 per cent over February 2016. The average sale price for a condominium-class property was \$258,397, an increase of four per cent over February 2016.

Ottawa is a city for culture and arts. As Canada's Capital, Ottawa is home to a variety of national institutions, including the Museum of History, the Museum of Nature, the Museum of Science and Technology, the National Gallery of Canada, and the National Arts Centre. Ottawa also hosts a myriad of festivals ranging from the Tulip Festival and Winterlude, to the Blues and Jazz Festivals, to the Dragon Boat and Hot Air Balloon Festivals.

Ottawa contains far more natural and undeveloped space than most cities of its size, and provides easy access to hiking, biking, skiing and other activities in the surrounding areas. The city houses more than 900 parks, 3 supervised beaches, 79 outdoor pools and more than 300 sports fields. In the colder months, Ottawa offers over 400 skating rinks as well as the Rideau Canal (a UNESCO World Heritage site), which becomes an 8 kilometer long skating rink every winter.



Steps in the Search Process

1. Application:

Should you be interested in learning more about this opportunity, please contact Michael Williams (613-667-0129) or Dominik Legault (613-667-0134) of Odgers Berndtson or via email at michael.williams@odgersberndtson.com, or dominik.legault@odgersberndtson.com. To apply in confidence, please visit www.odgersberndtson.com. All submissions will be acknowledged.

2. Assessment and Interviews with Odgers Berndtson:

Each resume is reviewed and assessed against the job description criteria. Candidates with the strongest match to the client's needs will be screened by telephone. If further details are required, candidates may be invited to a face-to-face interview.

3. Presentation to the Client:

Based on the interviews, each candidate's interest, and their experience and skill sets match to the job description, candidates will be presented to the client. The Client will select from this list of candidates those they wish to invite to a formal interview. Typically 3 to 4 candidates are invited to an interview. Whether selected or not, all candidates will be notified of their status at this point.

4. Formal Interview with the Client:

Once the selection of candidates has been made, the consultant will contact the short-listed candidates with a date, time and location for the interviews.

Confidentiality is an important part of the selection process, on the part of both the candidates and the Selection Committee. Should you be invited to an interview, you are not to discuss or share any details related to the interview or any aspect of the assessment process with anyone at any time.

5. Selection and Offer:

Following the interviews with the client, and selection of a candidate, Odgers Berndtson will discuss the parameters of an offer to the candidate. Once the terms and conditions of the offer are accepted in principle by both parties, the client will prepare and present the formal written offer to the candidate.