



THE FUTURE  
OF AIRCREW TRAINING

SKYALYNE

**Job Title:** FAcT Head of Operations

**Position Reports To:** FAcT Program Manager

**Job Location:** Ottawa

SkyAlyne is a proud partnership between Canadian aviation and defence leaders, CAE and KF Aerospace, formed to provide a truly Canadian solution for Canada's Future Aircrew Training (FAcT) Program, Canada's next-generation military aircrew training program.

SkyAlyne has been named by Canada as the preferred bidder for the FAcT Program, and we are staffing our National Capital Office in anticipation of a Contract Award in 2024. Therefore, we are now hiring in key positions that are needed to execute the 20+ year contract. The program will be managed from the National Capital Region (Ottawa), with three operational locations: Moose Jaw, Saskatchewan; Southport (Portage la Prairie), Manitoba; and Winnipeg, Manitoba.

The scope of the FAcT Program contract includes all training and in-service support requirements needed to prepare Pilots, Air Combat Systems Officers, and Airborne Electronic Sensor Operators to meet the future aerospace requirements of the Royal Canadian Air Force. In collaboration with the Government of Canada and several major Canadian subcontractors, SkyAlyne will provide live-flying, simulator and classroom-based training, facilities construction and management, information management and information technology support, site support services, aircraft maintenance and much more.

SkyAlyne offers competitive compensation and benefits and believes strongly in a safe, diverse, equitable, inclusive, and environmentally-friendly workplace.

### **Job Overview**

The Head of Operations is responsible for the FAcT program's finance, earned-value management, human resources, diversity and inclusion, gender-based analysis plus (GBA+), Indigenous cultural awareness and support, emergency planning, occupational health and safety (ground safety), environmental assurance, and quality assurance during the Transition In Phase. Additionally, the Head of Operations will take on projects and programs that involve multiple-site coordination, such as, inter-site labour (workers, instructors, and technician)

cooperation activities, safety programs, cultural activities, awareness programs, stakeholder events, career fairs, and major celebrations and events. During the Transition In Phase, the Head of Operations will direct and control all Work Package #1A (Program) activities.

### **Duties and Responsibilities**

- Overseeing the SkyAlyne's processes, plans, programs, and policies for the areas of budgeting, finances, earned-value management, human resources, culture, Indigenous, diversity and inclusion, and GBA+.
- Managing the FAcT program's Stakeholder Analysis and Management Program.
- Establishing quantitative and qualitative metrics, guidelines, and standards by which the FAcT program will evaluate its efficiency, effectiveness, and business procedures.
- Overseeing all programs and projects that require multi-site coordination between any of two offices and three training sites.
- Monitoring and implementing customer service policies and procedural changes.
- Overseeing all employee training programs.
- Leading, coaching, and managing the Operational staff.
- Providing administrative oversight and the coordination of staff efforts at all NCR offices.
- Identifying opportunities, policies and procedures that will improve operations.
- Ensuring all work environments are adequate and safe.

### **Qualifications and Experience**

- Bachelor's degree in business administration, a comparable post-secondary education, or a suitable mixture of education combined with an extensive business background.
- Extensive and diversified background, with at least seven (7) years of related experience as a chief-of-staff, a senior director, or a similar role managing in a complex, multi-site organization or program.
- Good knowledge of the organization, procedures, and policies of the Government of Canada, DND and RCAF.
- Former senior military officer, preferably with RCAF service, would be an asset.
- Strong organizational, attention-to-detail, analytical, decision-making, and problem-solving skills.
- Strong communication skills, with proven experience building strong relationships with teams, stakeholders, and external partners.
- Be a confident, results-oriented leader.
- Outstanding business acumen.
- Be able to hold a Government of Canada Security Clearance (Secret level).
- Be able to hold Government of Canada site/information access certifications, including accessing Protected "B" information, Controlled Goods Clearance, and ITAR Clearance.
- Eligible to work in Canada.
- Strong oral and written English language capabilities.
- Fluency in French would be an asset.

## **What We Offer**

- A competitive compensation model.
- Extended health and dental benefits.
- Short and long-term disability coverage.
- Paid vacation.
- Pension matching plan.
- Employee and family assistance program.
- A performance management program that is linked to monetary salary incentives.

## **How to Apply**

To apply, please email your cover letter, resume/CV, and any other required documents to [careers@skyalyn.ca](mailto:careers@skyalyn.ca). Please reference the job number in the subject line of your email.