

SKILLS FRAMEWORK FOR AEROSPACE				
SKILLS MAP - Planning Executive (Fleet Management)				
Sector	Aerospace			
Track	Fleet Management			
Occupation	Planning Engineer			
Job Role	Planning Executive (Fleet Management)			
Job Role Description	<p>The Planning Executive (Fleet Management) participates in aircraft lifecycle planning and plans for manpower, materials and resources for fleet management functions. He/She conducts planning, provisioning and ordering of material, spares and consumables, and coordinates warehousing and inventory consignments for asset management. He liaises with customers, workshops and production teams for maintenance requirements planning. He also monitors project status to ensure adherence to project schedules for on-time delivery according to customers requirements. He conducts vendor sourcing and contract negotiations, analyses data from supply chain management (SCM) systems and conducts supplier performance and capability assessments.</p> <p>He ensures compliance with airworthiness and legislative requirements and organisation's safety, health and quality systems. He identifies opportunities for continuous improvement through data analytics, research and innovation, and implements lean and sustainability practices in fleet management to achieve schedule reliability and cost efficiency, improving Aircraft performance and availability. He also monitors staff performance and is expected to provide technical guidance to junior team members.</p> <p>He ensures continued competitiveness and improvement of existing processes by participating in problem-solving teams with internal departments. He should possess excellent analytical, interpersonal, presentation and communication skills.</p>			
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks		Performance Expectations (For legislated / regulated occupations)*
	Manage aircraft fleet services	Participate in aircraft lifecycle planning activities		In accordance with: <ul style="list-style-type: none"> International Civil Aviation Organisation (ICAO) legislation Air Navigation Order (ANO) Singapore Airworthiness Requirements (SAR) Relevant foreign aviation legislations Workplace Safety and Health (WSH) Act Environmental standards Aerospace quality management system standards *Performance Expectations are non-exhaustive and subject to prevailing regulations
		Plan for manpower, materials and resources to accomplish fleet management functions		
		Coordinate aircraft, engine and parts warehousing and inventory consignments for asset management		
		Participate in technical and programme reviews with customers and suppliers		
	Manage supply chain and logistics	Conduct vendor sourcing and contract negotiations		
		Liaise with customers, workshops and production departments for material requirements planning		
		Forecast inventory needs based on organisational and regulatory requirements		
		Conduct planning, provisioning and ordering of spares and consumables to meet flowchart targets		
		Process warranty claims to original equipment manufacturers (OEM)		
		Analyse data and information from supply chain management (SCM) systems		
	Conform to management system requirements	Conduct supplier performance and capability assessment		
		Ensure adherence of aircraft fleet planning operations to standard operating procedures (SOPs)		
		Ensure compliance with legislative requirements and airworthiness standards		
		Enforce conformance to environment, safety and health systems, policies and procedures		
		Implement organisational quality and risk management systems		
	Contribute to continuous improvement	Implement sustainability practices for fleet management		
Identify opportunities for continuous improvement projects				
Implement lean practices for fleet management				
Contribute to research on market trends and technology applications to drive innovation				
Manage people and organisational development	Analyse data for identification of operational and business insights			
	Communicate with team members and customers to ensure smooth day-to-day operations			
	Monitor staff performance			
	Provide technical guidance to peers and junior team members			
Skills	Technical Skills and Competencies		Generic Skills and Competencies	
	Aviation Legislation Compliance	Level 3	Resource Management	Intermediate
	Budgeting	Level 3	Decision Making	Basic
	Business Negotiation	Level 3	Problem Solving	Intermediate
	Business Opportunities Development	Level 2	Sense-Making	Advanced
	Condition-based Assets Monitoring Management	Level 3	Interpersonal Skills	Intermediate
	Continuous Process Improvement	Level 3		
	Enterprise Database System Administration	Level 3		
	Human Factors Application and Error Management	Level 3		

Skills & Competencies	Internet of Things Implementation	Level 3		
	Knowledge Management	Level 3		
	Lean Manufacturing	Level 2		
	Maintenance Coordination	Level 3		
	Mathematical Concepts Application	Level 3		
	Quality System Management	Level 3		
	Robotics and Automation Application	Level 3		
	Supplier Management and Capability Development	Level 3		
	Warehouse Inventory Control and Audit	Level 3		
	Workplace Safety and Health Framework Development and Implementation	Level 3		
Programme Listing	For a list of training programmes available for the Aerospace sector, please visit < https://www.skillsfuture.sg/skills-framework/aero >			

The information contained in this document serves as a guide.