

JOB DESCRIPTION**Airfield Operations Officer**

JOB TITLE: AIRFIELD OPERATIONS OFFICER

JOB REFERENCE:

JOB GRADE: AIRFIELD OPERATIONS OFFICER

DEPARTMENT: AIRFIELD OPERATIONS

REPORTS TO: AIRFIELD MANAGER

MAIN SCOPE & FUNCTION OF THE JOB

Accountable to the Head of Airfield Operations through the Airfield Manager for the regulatory compliance of the Airfield Operations department.

ENVIRONMENT

The Airfield Operations department is adjacent to the Control Tower on the North side of the Airport and is accessed via the A1270, also known as the NDR.

SUPERVISORY RESPONSIBILITIES / DECISION MAKING AUTHORITY

The post holder will be required to understand and work within a range of technical regulations and requirements, making sound safety driven operational decisions, often under pressure.

MAIN DUTIES & RESPONSIBILITIES

- To organise, complete and record all daily operational tasks including compliance monitoring checks.
- Monitor the safety standards achieved by Airport staff and tenant companies airside, ensuring appropriate actions are taken to maintain safety airside, and stop any unsafe practice immediately without prejudice, pending further investigation, ensuring all noncompliant activity is reported.
- Monitor airside works in progress ensuring that they are conducted in accordance with the Airport work permit process.
- Ensure that all movement area inspections are conducted in accordance with the Airfield Inspection Procedure.



- Ensure all faults/defects are reported in accordance with Safety Management System Procedures.
- Ensure daily operational compliance with the Wildlife Hazard Management Plan, including operating as the nominated Wildlife Control Officer.
- Respond to all on airfield emergencies in accordance with Emergency Response Procedure.
- Complete Airfield Operations Officer Compliance Checks as set by the Head of Airfield Operations, the Airfield Manager or Ground Handling Services Manager and log on the OSHENS system.
- Ensure as far as reasonably practical that the Aerodrome Manual, Safety Management System procedures and guidelines in regulatory documents are followed to safeguard the prime assets of the Airport.
- Implement Adverse Weather Plans
- To undertake other tasks and duties commensurate with the post as requested by the Head of Airfield Operations / Airfield Manager

ASSIGNMENT OF / SOURCE OF WORK

As directed by the Head of Airfield Operations through the Airfield Manager

As detailed in the Aerodrome Manual.

39 hours per week averaged over a twelve-month period.

REQUIREMENTS

Qualifications / Education

- a. Suitable I.T. skills to include a good working knowledge of MS Word, Excel, Outlook and PowerPoint.
- b. A current DVLA driving licence and ability to maintain a full airside driving permit.
- c. The ability to hold and maintain a firearm and shotgun certificate/license.

Experience

Preferably 2 years minimum experience operating in an airfield environment, with experience of wildlife and habitat management.



Specialist Training

- a. Airfield Operations Course
- b. Airfield Driving Course
- c. Wildlife and Habitat Management Course

Aptitude / Skills

- a. Sound technical knowledge of airfield regulations and the ability to engage and communicate with a wide range of stakeholders.
- b. Previous experience of working on an airfield is preferred.
- c. Good communication skills.
- d. Teamwork.
- e. Good all round education preferably with GCSE (or equivalent) in English and Maths.
- f. Ability to prioritise