

Job title:	Airside Safety Coordinator (ASC)
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Department: Airfield Operations and Safety Unit (AOSU)

Reporting to: Airside Safety and Compliance Manager

Reports in: Airside Safety Account Officer x2

Location: Airside

Grade / salary: Band B (appropriate to experience and skills)

Date: 16 March 2016

Main purpose of job:

Working within the AOSU the Airside Safety Coordinator (ASC) has the responsibility for the management of the airside accident and safety reporting scheme and management of the airside accident and incident investigation process; identifying root cause and recommending corrective actions.

The ASC will also support the implementation of the airports Safety Management System and the safety auditing of all airside users

Main tasks of the job:

***Responsibilities:**

- Management of the airside accident and incident reporting scheme, including collation of witness statements and conducting interviews. Promulgation of reports to the appropriate management personnel for departmental investigation.
- Manage accident and incident investigations, identifying root cause and suggest recommended corrective actions. Where appropriate, as part of an investigation, review internal and 3rd parties risk assessments, procedures and training to ensure it is in accordance with aerodrome policy and procedures, and adheres to relevant aerodrome license requirements, CAA publications (mandatory and advisory) HSE, ICAO, EASA and IATA policy documentation.
- Ensures that departmental KPI's for the processing of documentation and closure of reports are met.
- Ensures that Safety and compliance requirements under the aerodrome manual and the Safety Management System are being met
- Chair the daily PDR process and actively allocate and process reports in a timely manner.
- Chair the Airside Safety Review Group (ASRG) and attend and contribute to safety related meetings throughout the airport and in industry.
- Co-Chair the LCY Safety Action Group (SAG) manage and assist in the review of high level CAT 3 occurrences on the airfield.

- Collation and promulgation of monthly CAA Mandatory Occurrence Reports (MOR) to members of the LCY management team and selected external agencies, together with the maintenance of an internal electronic database for all such documentation.
- Manage the penalty points notice scheme, the pro-points scheme and the SAFE award scheme for the airside operation, including administration, monitoring of individuals activities, communication with operational management and 3rd parties on individual cases, producing statistical and trend analysis on the scheme findings. Organising appeal hearings ensuring communication with operational management and 3rd parties on individual cases.
- Ensure monthly Safety Extra and Safety Highlight are compiled and completed in a timely manner and promulgated to the airport community.
- Direct liaison with loss adjuster concerning accident liability claims.
- Ensure collaboration with all departments and 3rd parties with development of risk assessments to ensure all operational functions have been considered on the grounds of safety and all highlighted issues are managed through procedure.
- Leads the analysis of airside safety and compliance performance, identifying key trends and ensuring appropriate improvement plans are in place and that they are being delivered against agreed programme timescales
- In line with analysis of airside safety trends, the ASC must seek continuous improvement by leading new observational projects and shifts by responding more pro-actively
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- Production of Quarterly reports on Safety Accidents and Incidents for presentation at the Airside Safety Committee Meetings.
- Production of Quarterly feedback reports for all internal and external companies operating on the airfield
- Production of a monthly reports on the safety and compliance activities and performance relating to the aerodrome to the Airside Safety and Compliance Manager
- To assist Airside Safety and Compliance Manager in the process of auditing internal departments and 3rd parties.
- Deliver Accident Investigation training and any other in-house Safety training that may be developed
- To assist Airside Safety and Compliance Manager in the process of annual appraisals for the airside safety team.
- Participates in safety campaigns, incentives and projects as part of the safety awareness group.
- Seeks continuous improvement of processes and systems and to ensure maximum efficiency. Ensuring a healthy number of report closures on a rolling

month basis and ensure feedback to the Airside Safety and Compliance Manager

- Support the Airside Safety and Compliance Manager in driving cultural change within the airside community to enable a step change in airside safety and compliance.
- Training, development and welfare of the Airside Safety Account Officers, whilst providing leadership and direction to the team. This includes producing staff rosters (where needed), collating sickness statistics, approval of annual leave requests and conducting regular appraisals with all staff
- Pay due care and attention to health and safety procedures and recommendations both on and off site to ensure the safety of yourself and others.
- Ensure health and safety legislative requirements are met such as DSE assessment and health & safety awareness.
- Not to undertake any tasks or functions that will endanger self or others and shall ensure that any unsafe acts that are witnessed are challenged immediately.
- Ensure any hazards or unsafe acts are reported through the Accident and Safety reporting scheme and to the relevant managers.
- To undertake any training required as relevant to job role
- Ad hoc training required educating and raise awareness of Accident Investigation, reporting and safety related subjects.

Health and Safety Responsibilities

Where a manager or supervisor has an operational responsibility for the organisation or control of any Airport undertaking or activity, he/she also carries the responsibility for doing all within his/her authority to ensure an acceptable level of health and safety during the conduct of that undertaking or activity

Specific health and safety roles and responsibilities have been assigned to various posts and these are included in the roles and responsibilities section within the Health and Safety Manual

*Accountabilities:

- Develop close working relationships with internal and external 3rd parties to ensure all have a positive safety reporting culture.
- Coordinates the safety investigatory process and reporting on Airside Safety Accidents and Incidents ensuring an effective and accurate review, ensuring captured learning is used to drive improvement across the airfield.
- To ensure Airside Safety and Compliance Manager has timely overview of accidents and incidents. (on a weekly basis)

ATTRIBUTES	ESSENTIAL	DESIRABLE
1. Education & training	<ul style="list-style-type: none"> ▪ Educated to 'A' level standard or equivalent, including GCSE English and Maths (grade A-C) 	<ul style="list-style-type: none"> ▪ Good vocational training ▪ Educated to degree level ▪ Some formal safety

ATTRIBUTES	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> ▪ Excellent written and oral communication skills ▪ Graduate calibre 	<ul style="list-style-type: none"> training
2. Experience	<ul style="list-style-type: none"> ▪ Influencing change at senior levels ▪ Experience of dealing & communicating with management at a senior level. ▪ Experience of dealing with groups of people, and engaging them in new processes 	<ul style="list-style-type: none"> ▪ Experience working in a safety focussed department would be advantageous ▪ Experience of writing risk assessments ▪ Understanding of Health & Safety legislation
3. Specialist skills & knowledge	<ul style="list-style-type: none"> ▪ Knowledge of CAA regulation ▪ Knowledge of safety management systems ▪ Knowledge of auditing ▪ Knowledge of Quality Management Systems ▪ Computer literate familiar with Microsoft excel, word and PowerPoint ▪ Excellent written and verbal communication skills ▪ Ability to analyse and interpret data – driving insights and recommendations for improvement 	<ul style="list-style-type: none"> ▪ Auditing qualification to IRCA certificate level ▪ Statistical analysis and presentation ▪ Previous experience of giving presentations or training would be advantageous. ▪ Experience in developing SMS and QMS systems ▪ Knowledge of regulatory requirements CAA/HSE/ICAO ▪ Experience of working for an Airport Authority
4. Personal qualities	<ul style="list-style-type: none"> ▪ Professional ▪ People person ▪ Ability to lead a process from beginning to end and manage personnel and resources through that process. ▪ Be able to disseminate a large amount of information, and make clear and concise conclusions. ▪ Ability to engage ▪ Attention to detail ▪ Organised and methodical ▪ Able to work under own initiative ▪ Ability to work under 	<ul style="list-style-type: none"> ▪ Charismatic

ATTRIBUTES	ESSENTIAL	DESIRABLE
	<p>pressure and to deadlines</p> <ul style="list-style-type: none"> ▪ Ability to communicate at all levels ▪ Communications with external agencies. ▪ Ability to communicate at all levels. ▪ Must be keen to work as part of a team and develop team units effectively. Must have a good eye for detail. 	

*Performance Measures:

- No non conformities on internal audit relating to job function.
- No non conformities on external audits.
- Timely production of weekly reports for Airside Safety and Compliance Manager on Accident and Safety Incident reporting.
- Holds regular meetings with AOSU, to discuss and agree safety demands and standards.
- Holds a weekly meeting with Safety and Compliance Manager.
- Performance managing team:
 - Completion appraisals for direct report.
 - Direct report meets their objectives and has been appropriately line managed.
 - Where development needs have been identified – appropriate support has been given.
 - Promote high morale in the team.
- Airside community has full knowledge of current airside safety performance through Airside Safety meetings.
- The Accident & Safety Incident reporting scheme is working smoothly (reports on to the system, investigations, conclusions, recommendations sent out to relevant stakeholders within timely manner).
- Safety & Health Enterprise working effectively, ensuring correct information is stored and up to date.
- Reduced airside accidents and injuries and damage to aircraft, property and equipment
- Good working relationships with relevant stakeholders:
 - Holds regular meetings with key stakeholders
 - Attends meetings on safety on the airfield
- Contribute to relevant Risk Assessments that are in place where required, updated and current.
- To drive the performance of departmental KPI's with regards to report processing and closure
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Security Responsibilities

Pay due care and attention to security procedures both on and off site to ensure the safety of yourself and others.

Ensure security legislative requirements are complied with (such as instructed during initial and annual refresher General Security Awareness Training, GSAT).

Not to undertake any tasks or functions that will compromise the security of self, others or the organisation and to ensure that any acts that are witnessed that appear to breach security procedures are challenged immediately.

Ensure any acts which are believed to breach security procedures are reported through the Security Incident reporting scheme and to the relevant managers.

Working conditions

To work in busy, friendly office environment

40 hour week (9.00 - 17.30 with half an hour for lunch); some flexibility required

Some additional hours may be required to accommodate operational requirements, this may require weekend, overnight working