

London City Airport

Job Description

Job Title:	AIRFIELD OPERATIONS OFFICER
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Department: Airfield Operations and Safety Unit (AOSU)

Reporting to: Airfield Duty Manager

Location: Airfield Operations and Safety Unit (Airside)

Grade/Salary: Salary Level 1

Date: July 2017

Main purpose of job:

To help ensure that the airfield is maintained in a safe and efficient working condition and disruption is managed and minimised in accordance with HSE/CAA and all regulatory bodies, including London City Airport policies and procedures. To collect, interpret and distribute information relating to the airfield to internal and external stakeholders. The role encompasses a variety of tasks, both within the office environment and on the airfield. It is both a demanding and challenging role, with a range of responsibilities bringing rewards and a sense of achievement.

Main tasks of the job:

Responsibilities & Accountabilities:

- Maintaining a bird and wildlife free habitat on the airfield during operational hours and in line with CAP 772.
- Interpretation and promulgation for the Airfield Status in line with Aeronautical Information Publication (AIP) on the Aeronautical Fixed Telecommunications Network (AFTN). Effective, concise and efficient communications during periods of airfield disruption or incidents.
- Updating AOSU documents, ensuring all CAA/ICAO information is correctly logged and filed, along with verification of validity for existing information held.
- Complete duties in accordance with the Winter Operations Plan, ensuring all requests for the removal of snow and ice within the airport boundary is carried out as instructed by the ADM or AOM.
- Inspection and compliance assessments of the airfield in line with EASA, CAA guidance documents, Aerodrome Manual and AOSU Manual. Recording information relating to defective equipment or problems on the airfield and promulgation of this information to the relevant departments.
- Ramp patrols during peak periods, (dictated by the operational requirements).

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- Monitoring of aircraft movements, agencies and personnel working on the apron in line with the Aerodrome Manual and enforcement of a safety management policy, in particular the Airside Safety and Driving Codes in line with CAP642. Issuing penalty points as necessary and completing investigations.
- Operate in accordance with the AOSU Manual
- Additional duties – carry out any further additional duties as instructed/requested by the ADM or AOM.

Level of responsibility

- This role requires a high degree of attention to detail within the office environment and responsibility outside, such as achieving a wildlife free airfield and serviceable runway

Safety Accountabilities

- Ensure that any hazards or unsafe acts are reported through the Accident and Safety reporting scheme and to the relevant managers.
- Ensure the response to emergency situations is in accordance with Emergency Orders and AOSU Manual.
- Shall ensure that 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.
- 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 wildlife activity on the airfield is minimised and that all activity is recorded and reviewed.

Security Accountabilities

- 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 and reported in accordance with Security procedures

Performance Measures

- All external and internal training that is required has been undertaken
- Maintenance of competencies are completed on time and reaching the acquired standard.
- Any items raised during maintenance of competencies are addressed

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- Any objectives raised during appraisals are met
- Development needs raised are acted upon
- Daily log is up to date for the operational components
- Allocated projects or tasks are completed on time and in good order
- Secondary duties are completed without prompting or supervision
- Report Safety incidents as required following the correct procedures
- Generates timely and appropriate standard of communications, as required, to external and internal companies/departments.
- Produces adequate number of ramp audits as determined by ramp shifts

Working Conditions

Full time average 40 hours per week on a roster shift pattern, working weekends and Public Holidays.

During Winter Operations the shift pattern may be adjusted to accommodate the requirements for snow clearing and de-icing activities. This can require 12 hour shift working..

When the Airfield Operations Officer (AOO) is undertaking bird dispersal duties they will be required to work outside as a lone worker on the airfield in all weather conditions. The AOO must also be willing and able to obtain a firearm license.

Uniform will be provided together with wet weather clothing as appropriate.

PPE - High visibility clothing, safety footwear and hearing protection (where appropriate) must be worn at all times when working airside.

On completion of a minimum of 12 months in the role and after assessment of suitability, the salary will increase to reflect competency and additional duties. There is a requirement for the individual to undertake additional training in the form of City and Guilds/NVQ or other professional qualification as agreed with the Airfield Operations Manager. The course currently undertaken is an Avtech2000 Aviation Foundation Studies - distance learning

Personal Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE
1. Education & training	Minimum of 5 GCSE's (including English grade A-C)	Aviation knowledge or qualification
2. Experience	Dealing with people over the telephone Working within an administrative environment Dealing with senior level management	Experience in dealing with pressurised situations Experience of working in an operational/aviation environment

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ATTRIBUTES	ESSENTIAL	DESIRABLE
	<p>Working in a team environment</p> <p>Shift work</p>	
3. Specialist skills & knowledge	<p>Good working level of PCs and packages (word processing and spreadsheets)</p> <p>Excellent verbal and written communication skills.</p> <p>Full clean UK driving licence.</p> <p>Must be able to meet requirements to obtain a firearms license</p>	<p>LGV/HGV license or other specialised vehicle operation qualification i.e. NPORS</p> <p>Holds a Firearms license</p>
4. Personal qualities	<p>Reliable and punctual</p> <p>Excellent proven communications skills</p> <p>Present themselves in a professional manner at all times</p> <p>Attention to detail</p> <p>Show ability to work under pressure in noisy and potentially stressful environment.</p> <p>Exhibit a common sense approach to work.</p> <p>Be able to work under stress and to tight deadlines.</p> <p>Be able to react quickly to rapidly changing situations and be able to disseminate a large amount of information.</p> <p>Be able to deal with and address senior management.</p> <p>Must be keen to work as part of a team.</p> <p>Ability to multi-task.</p>	

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ATTRIBUTES	ESSENTIAL	DESIRABLE
	Be proactive and have ability to think and evaluate situations quickly and make decisions accordingly.	