

Job Title:	Airfield Operations Officer
Accountable to:	Airfield Operations Supervisor
Job Purpose:	To ensure on a day-to-day basis a safe environment for the ground operation of aircraft and vehicles.

Key Duties and Responsibilities:

- To carry out a strict regime of regular patrols, as laid down in the Aerodrome Manual to ensure that all hard surfaces and associated strip are free from FOD and are in a good state of repair, and that all patrols are recorded. The frequency of patrols may be increased from time to time by the Airfield Operations Supervisor should bird control or runway conditions warrant.
- To report faults to relevant airfield departments on airfield ground lighting or any airfield equipment as discovered during routine inspections.
- To maintain regular surveillance of bird activity on the airfield ensuring that the Wildlife Hazard Control Plan is rigorously adhered to and ensuring that any trends identified as part of daily observations are elevated to the AOS. Where necessary the holder of this post must be prepared to carry out both scaring using pistols and culling with shotguns. A formal record of bird scaring patrols, culls and bird nesting habitats must be maintained and all bird strikes and near misses to the CAA as required in relevant CAP documents.
- To take a leading role at the Rendezvous Point (RVP) in ensuring the efficient and safe passage of the external emergency services to the incident site, including the provision of the 'safe route' to these services and associated 'escort drivers'.
- To be familiar with the appropriate sections of the Emergency Orders and in particular the responsibilities of your role in an emergency situation.
- To play a key role in the implementation of low visibility procedures and associated safeguarding processes including deployment of barriers and signage at gates as per departmental procedures.
- To ensure that areas of work in the operational areas are clearly designated in accordance with CAP 168 requirements.
- To manage the oversight of any work in progress on the airfield ensuring:
 - works areas are closed off appropriately prior to commencement of works
 - safety Checklist to be completed and conduct safety brief to contractors
 - works areas are inspected before approving areas as safe to be opened for use on completion of works.
 - Maintaining close liaison and communication with ATC throughout
- To carry out runway friction surveys in accordance with CAA and departmental requirements, monitoring friction levels and highlighting any areas of concern to the AOS.
- To carry out friction measurements using Mu-meter in accordance with the Aerodrome Manual and departmental procedures or as directed by the AOS.
- To take a lead role in winter operations in accordance with all policies as laid down in the GPA Winter Operations Policy Manual including:
 - Directing the snow clearance and de-icing team including providing lead vehicle for the runway echelon as required and identifying snow clearance priorities
 - Liaising closely with the Snow Coordinator and ATC and communicating airfield and surface status reports to enable accurate information to be logged in Snow base charts and ATC logs allowing for this information to be relayed to aircraft

- Approving runway condition for operational use and closing and reopening the runway where required
- To ensure all relevant information is recorded in the daily logbook, and an effective handover process is documented between operatives at shift changeover times.
- Operate and record wildlife activity within Scarecrow system and download collected data into office computer.
- To provide marshalling and "follow me" lead facility upon demand.
- To produce computerised reports as required by the Airfield Operations role.
- To police the apron operation in accordance with the appropriate sections of the Aerodrome Manual including use of stands and equipment, personnel safety, driving standards and any other general safety related processes.
- Play a key role as a first responder to a fuel/oil spill incident and deploy initial safeguarding materials provided in spill bag until the Airport Fire Service arrive.
- To implement the Airfield Operations department performance management process including the issue of caution slips and reporting of general safety violations elevating these to the AOS as appropriate in line with the Aerodrome Manual and departmental procedures.
- To play a key role in any incident or safety observation providing quick response to enable photographs to be taken and relevant information to be gathered and recording these at the time, reporting through the department AORN system or online immediate incident report forms as appropriate.
- To manage the parking of aircraft and the preparation each day of the following days stand allocation.
- To carry out airfield fence line security patrols in line with departmental procedures.
- To operate the airfield brusher and FOD boss when required and maintain the brushing program.
- To monitor individual competencies ensuring that training or assessment is requested prior to expiry date of competency utilising the Redkite system.
- Provide mentoring on shift to new team members where required
- The following responsibilities / tasks are relevant to individuals carrying out Instructor/Trainer duties
 - Creation of practical exercises.
 - Demonstrating skills and methods to learners.
 - Instructing learners in procedures and processes.
 - Presenting to groups.
 - Instructing on a one-to-one basis.
 - Identifying Individual training needs of all personnel, ensuring that effective training and development is carried out to satisfy those needs.
 - Choosing appropriate presentation techniques.
 - Planning, developing, delivering and reviewing presentations, lesson plans, fact sheets and question banks.
 - Giving instructions on what to do or how to carry out a particular activity.
 - Deciding when you should use demonstration or instruction to encourage learning.
 - Checking on progress of learners.
 - Giving feedback to learners.
 - Ability to record and manage training records

Contract: Permanent.

Hours: 40 per week, on a rotational shift pattern including night and weekend working.

Salary: Starting at £26,062.36 per annum (£12.79 per hour).