

Job Title:	Safety Officer	Job Category:	Safety
Department/Group:	Safety	Job Code/ Req#:	37
Location:	ORIA	Travel Required:	No
Level/Salary Range:	Grade 2	Position Type:	Occasional Travel
Job Holder:	Vacant		
Job Purpose: The post-holder will be responsible to support the Chief Safety Officer in monitoring and maintaining acceptable safety standards at both Owen Roberts and Charles Kirkconnell International Airports.			
Dimensions: Reporting to the Chief Safety Officer, the post holder will assist with the administration of the overall all airport safety programme and conduct scheduled/unscheduled inspections and observations and report on the results of such.			
ROLE AND RESPONSIBILITIES <ul style="list-style-type: none">• Responsible for enforcing and reporting breaches of CIAA safety policies;• Perform random audits of aircraft handling as directed by Chief Safety Officer;• Provide feedback and support to the Chief Safety Officer on safety initiatives and campaigns;• Ensure that all safety reports and audits are accurate and submitted in a timely manner;• Establish and maintain an efficient filing system for safety data, reports and audits which will make the best use of this information to support trend analysis and ensure safety hazards do not go unresolved;• Assist the Chief Safety Officer in the preparation of periodic safety reports and presentations for the CEO, C- Suite and other airport personnel;• Assist the Chief Safety Officer with the co-ordination and administration of Safety training activities.• Co-ordinate Safety Committee meetings, record decisions and disseminate minutes as appropriate.• Be familiar with and assist in execution of all CIAA Emergency Action Plans and procedures, to include spill containment;• Additional pertinent projects/duties that may be assigned by the Chief Safety Officer from time to time.			
QUALIFICATIONS AND EDUCATION REQUIREMENTS <ul style="list-style-type: none">• A minimum of a High School diploma or equivalent certificate in safety administration in an aviation environment, or three (3) years’ experience on the airside of a certificated Aerodrome;• Knowledge/experience of conducting safety audits/inspections and accident/incident investigations;• Must be able to obtain and maintain an Airside Vehicle Operators Permit;			

- Must be able to successfully complete an approved IATA/ACI/ICAO course on Aerodrome Certification, Wildlife Hazard Management, and Safety Management Systems and a six-month on the job training program for CIAA certification as a Safety Officer.
- The position requires vigilance and knowledge of International Airport/Airline safety regulations (i.e. - ICAO, IATA, OTAR and FAA) and procedures in order for the post-holder to be effective.

PREFERRED SKILLS

- Strong written and verbal communication skills demonstrated by the ability to review policy and procedure documents, and recommended changes based on field experience;
- Must be able to demonstrate strong computer literacy skills in Microsoft Word, Excel and Power Point;
- Must possess the ability to remain impartial and act in the capacity of an independent auditor of airport operations and safety protocol.

ASSIGNMENT & PLANNING OF WORK

Duties are dictated by the day-to-day operational requirements of the CIAA. Additional duties may be directed from time to time by the Chief Safety Officer, in accordance with activities at the airports.

The post-holder must possess the ability to plan and prioritize workload. Ability to function under stress while handling emergency situations is essential.

SUPERVISION OF OTHERS

The post holder has no direct reports.

OTHER WORKING RELATIONSHIPS

Internal:

- Liaison with staff of all Departments regarding safety
- Training Staff

External:

- Airport Partners, tenants and clients.

SAFETY RESPONSIBILITIES

The Safety Officer has the following safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the Aerodrome Manual, including CIAA Safety Management Manual (SMM) and other duly approved Manuals, Safety Directives and Safety Advisories;
- To apply system safety measures as required by safety management procedures and instructions;
- To advise the Chief Safety Officer of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting system safety;
- Supporting safety audits as and when they occur;
- Supporting safety investigations as and when they occur; and

- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.

SAFETY TRAINING & EDUCATION

As per Section 4 .1 of the CIAA SMS Manual (Vol. 2)

ADDITIONAL NOTES

The post-holder will be in a supporting role for the Chief Safety Officer. The Safety Officer will be the eyes and ears of the CIAA monitoring any and all functions on the aerodrome for unsafe conditions.

The post-holder will canvass the aerodrome looking for unsafe conditions on a daily basis while at work. This includes monitoring how effective safeguards and safety barriers are working to protect employees and the general public during times of construction or repair.

The post-holder will conduct audits and inspections as required by the Chief Safety Officer and report all findings to the same. All findings will later be discussed with the appropriate persons under the supervision of the Chief Safety Officer.

The main challenges of this post are prioritizing workload. The intensity of operations and ever changing nature of airport schedules will require the post-holder to re-arrange schedule on a moments' notice in order to meet daily objectives.

WORKING CONDITIONS

The diversity of work conditions may range from an office environment where there is little or no physical discomfort, to an airport runway environment where inclement weather may subject the individual to changes in temperature, wind, etc.;

May be exposed to fumes, airborne particles and oily spills;

Maybe required from time to time to work a flexible schedule, and work on holidays and weekends.

Reviewed By:	CHRO	Date:	December 10, 2014
Approved By:	Click here to enter text.	Date:	Click here to enter a date.
Last Updated By:	CHRO	Date/Time:	Jan 2015