

Job Description

Job Title:	Airport Safety and Compliance Manager	Job Category:	Safety and Quality Management
Department/Group:	Safety	Job Code/ Req#:	
Location:	CKIA & ORIA	Travel Required:	Occasional Travel
Level/Salary Range:		Position Type:	Full-Time
Job Holder:	Jeremy Jackson		

Job Purpose

To plan and manage the oversight of the CIAA's Safety and Security Quality Management System work activities and ensure Charles Kirkconnell International Airport (CKIA) and Owen Roberts International Airport (ORIA) compliance with international regulatory airport certification obligations. This includes regular effective examination of the implementation of airport certification manuals, policies, and procedures to maintain compliance with international civil aviation regulations as well as any other applicable regulatory requirements; managing and monitoring internal and external regulatory compliance audit and inspection activities and implementation of any supplementary standards regularly established by local and international civil aviation regulators.

Dimensions

Reporting to the Chief Safety Management Officer (CSMO), the Airport Safety and Compliance Manager is responsible for the effective oversight of all aspects of CKIA and ORIA Safety and Security Quality Management Systems which impact the maintenance of airport certification standards, including regular audits of CKIA and ORIA Airport Certification documentation, management of CKIA and ORIA Annual Obstacle Surveys, and management of CKIA and ORIA audit findings and corrective action plans.

Role and Responsibilities

Strategic Management

- Assist the Chief Safety Management Officer with the implementation of Safety and Security Quality Management System strategic objectives.
- Manage CKIA and ORIA departments audits and inspections and as necessary third party contracted organizations delivering airport operations services on behalf of the CIAA.

- Ensure regular reviews and maintenance of airport certification manuals, local operating procedures, temporary operating instructions are performed by the CKIA and ORIA department managers to maintain compliance with international regulatory standards and CIAA's document control and amendment procedures.
- Collaborate with the Chief Safety Management Officer on airport safety and security quality management system related matters and contribute to the maintenance of a proactive safety and security, quality, and compliant CKIA and ORIA operations culture.
- Oversee a thorough and up-to-date system of regulations in the following prescribed areas of expertise:
 - Aeronautical Information Management
 - Air Traffic and Airspace Management
 - Management of CKIA and ORIA Airport Emergency Plans
 - Rescue and Firefighting Service
 - Wildlife Hazard Management
 - Apron Management
 - Aeronautical Meteorology
 - Communication, Navigation, and Surveillance Management
 - Facilities and Maintenance Management
 - Oversight of CKIA and ORIA Airside Pavement Surfaces Inspections and Reports
 - Safety Management System (SMS) Management
 - Security Management System (SeMS) Management

Management

- Manage and maintain an effective Compliance Monitoring System, to ensure CKIA and ORIA airport operations policies and procedures are applied and maintained in accordance with international airport standards and recommended practices.
- Plan, conduct, and document internal audits and inspections of CKIA and ORIA operations departments, produce internal audit reports and collaborate with managers to ensure audit findings and corrective action plans are managed and closed in accordance with CIAA's Safety and QMS Audit Manual procedures.
- Conduct audits and inspections of ground handling third party contractors and produce the associated audit reports with findings and agreed corrective action plans.
- Report the results of internal audits to the CSMO.
- Manage key performance indicator reports on internal and external audit results and corrective action plans, produce trend analysis charts and milestones to gauge progress made on closure of audit findings and observations.
- Assist with audits performed by local aviation regulator, the Civil Aviation authority of the Cayman Islands (CAACI) and other external regulatory bodies.
- Monitor CAACI audit findings and agreed corrective action plans and provide guidance on Quality Management System (QMS) processes to CKIA and ORIA department managers to ensure corrective action responses result in an effective regulatory conclusive outcome.
- Manage the document review and approval workflow process for CKIA and ORIA certification manuals and procedures including the associated centralized documentation system.
- Administer and implement QMS training for CKIA and ORIA operational staff as required.

Financial

- Assist in preparing, justifying, and administering the Safety Department and QMS budget, monitor budget performance against projected performance to ensure that budget objectives are met, and initiate or recommend corrective action on budget variances.

Quality Control and Compliance

- Review and maintain the CIAA's QMS manual, Safety and QMS Audit Manual, Document Control and Amendment Procedures.
- Review Safety and Quality Management compliance policies and conduct periodic assessments of said policies in line with safety and quality management procedures
- Maintain a register of CKIA and ORIA audit findings, observations, and corrective action plans to track progress made towards closure and provide the CSMO with monthly trend analysis reports and performance charts on outstanding findings and corrective action plans.
- Provide the Chief Executive Officer and Chief Safety Management Officer with a biennial schedule of CKIA and ORIA internal QMS audit activities, audit reports, findings, and agreed corrective actions.
- Manage a computerized document management system to store, track and manage the review, amendment, and maintenance of CKIA and ORIA airport certification manuals and operating procedures.
- Maintain a current system of airport certification regulations and guidance material for the design, maintenance, and operational safety functioning of CKIA and ORIA.
- Educate CKIA and ORIA management team on changes to airport regulatory requirements affecting their areas of responsibility.
- Participate in Airport Safety Committee meetings.
- Monitor the management of CKIA and ORIA airspace obstacle limitation surfaces and air navigation aid safeguarding processes to ensure protected airport airspace and surfaces are not obstructed and are maintained in accordance with international regulatory standards.
- Deputize for the Chief Safety Management Officer as appropriate.

Human Resources

- Assist the CSMO with ensuring that existing and future Safety and QMS human resource needs are recognized, planned for, and recruited to meet CKIA and ORIA safety and QMS objectives.
- Monitor CKIA and ORIA operations personnel training, development, and competency records to ensure compliance with airport certification requirements.
- Collaborate with the CSMO to ensure appropriate mechanisms are implemented to meet the Safety Department human resource succession planning requirements.
- Conduct performance assessments as required.

Qualifications, Education and Experience Requirements

- A bachelor's degree in an engineering or technical field, or an equivalent combination of education and practical experience, with at least 5 - 10 years in a leadership or managerial role. Practical experience should include a strong understanding of quality management systems, regulatory compliance, and the ability to lead and manage a team.
- Internationally recognized certification in airport internal audit process. A minimum of five years' experience in auditing airport operations is required
- Proficient in airport emergency planning response procedures and business continuity experience
- Proficient in use of Microsoft Office applications
- Excellent knowledge of airport operations departments responsibilities.
- Excellent knowledge of International Civil Aviation Organization (ICAO) Standards and Recommended Practices and Overseas Territories Aviation Requirements (OTARs) that includes the following regulations:
 - Air Navigation (Overseas Territories) Order
 - ICAO Annex 3: Meteorological Service for International Air Navigation
 - ICAO Annex 4: Aeronautical Charts
 - ICAO Annex 10: Aeronautical Telecommunications
 - ICAO Annex 11: Air Traffic Services
 - ICAO Annex 12: Search and Rescue
 - ICAO Annex 13: Aircraft Accident and Incident Investigation
 - ICAO Annex 14: Aerodrome Design and Operations
 - ICAO Annex 15: Aeronautical Information Services
 - ICAO Annex 19: Safety Management
 - OTAR Part 13 Occurrence Reporting
 - OTAR Part 65 Air Traffic Service Personnel Licenses, Ratings and Training Organization Approval
 - OTAR Part 139 Certification of Aerodromes
 - OTAR Part 140 Rescue and Fire-Fighting Services (RFFS) Requirements
 - OTAR Part 171 Aeronautical Telecommunication Services
 - OTAR Part 172 Air Traffic Service Organization Requirements
 - OTAR Part 173 Flight Checking Organization Approval
 - OTAR Part 174 Meteorological Services for Aviation
 - OTAR Part 175 Aeronautical Information Services
 - OTAR Part 176 Instrument Flight Procedure Approval
 - OTAR Part 178 Aviation and Cybersecurity for Airports and Aircraft Operators
 - OTAR Part 179 Aviation Security Training and Certification
 - OTAR Part 180 Aviation Security Regulated Agents
 - OTAR Part 190 Aerodrome Operations
 - OTAR Part 191 Aerodrome Design
 - OTAR Part 192 Heliport and Water Aerodrome Design

Preferred Skills

- Highly organized, with strong time and project management skills
- Ability to manage a small team

- Work without supervision, solve regulatory problems and implement changes regarding new developments in airport regulatory compliance.
- Effective communications in critical situations and delivery of essential information in a quick, clear, and transparent manner.
- Proactively work with colleagues to achieve important regulatory strategic objectives.
- Maintain excellent working relationships with internal and external partners.
- **Computer Literate in Microsoft Word, Microsoft Outlook & Excel & PowerPoint, as a minimum.**
- Excellent oral and written communications skills.
- Possess knowledge on the delivery of training and development plans on safety and quality management compliance topics.

Core Technical Competencies

- Airport Certification Requirements
- Safety and Security Quality Management Systems
- Airport Designs and Operations
- Air Traffic Services
- Aeronautical Information Services
- Accident and Incident Investigation
- Airport Emergency Planning
- Wildlife Hazard Management
- Airport Airside Inspections
- Facilities and Maintenance Management
- Pavement Management Systems
- Ground Handling Service Management
- Apron Management and Safety Procedures
- Audit and Inspection Report Writing
- Project Management
- Terminal Building Operations
- Airport Environmental Protection
- Aircraft Search and Rescue Procedures

Assignment & Planning of Work

Daily work activities are guided by the strategic and operational requirements of monitoring and maintaining CKIA and ORIA regulatory compliance and to function independently and effectively under pressure. Must be able to effectively plan and perform daily job responsibilities, meet deadlines, and respond to CKIA and ORIA emergency situations and write airport accident and incident investigation reports. Additional duties may be directed from time-to-time by the Chief Safety Management Officer, in accordance with requirements.

Supervision of Others

Supervise, train, and develop a team of Safety Officers and monitor Facilities and Maintenance Team inspection activities to ensure airside aircraft movement area navigation aids and pavement surfaces are maintained in accordance with regulatory standards.

Other Working Relationships

Regularly collaborate with CIAA Departments/Units Managers, Airlines, Aircraft Operators, and Ground Handling Service Providers, Civil Aviation Authority of the Cayman Islands, and other applicable regulatory and Government organizations.

Safety Responsibilities

- Comply with the relevant safety requirements and procedures outlined in the pertinent CKIA and ORIA Aerodrome Manuals and/or any Appendices thereof, including CIAA Safety Management System Manual and other duly approved Manuals, Safety Directives, and Safety Advisories
- To notify the CSMO and AOCC of the occurrence of any safety incident, identify and report any hazard with potential risk affecting safety
- Assist the CSMO with safety investigations and write accident/incident reports with recommended preventative corrective actions
- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.

Safety Training & Education

Refer to Chapter 8 of the CIAA Safety Management System manual (Version 5.0)

Additional Notes

- Ensure regularity in CKIA and ORIA operations departments compliance with airport regulations, requirements, and procedures
- Maintain electronic registers with audit compliance issues
- Maintain operational safety priorities and anticipate new operational risks
- Maintain a good working relationship with CKIA and ORIA management team
- Maintain a distinctive culture of workplace civility and integrity
- Complete general security awareness training each calendar year



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Working Conditions

The work environment includes working in a safe, healthy, and comfortable indoor office on computer-based activities and exposure to hot/humid/windy outdoor conditions during physical airside audit and inspection activities using personal protective equipment. Required to work outside of normal working hours from time to time and on weekends and holidays.

Reviewed and Agreed by Employee:		Date (dd/mm/yyyy):	
Approved By Supervisor:		Date (dd/mm/yyyy):	
Reviewed/ update by HR:		Date (dd/mm/yyyy):	