

Job Description

Job Title:	Airport Operations Duty Officer (AOCC)	Job Category:	Airport Operations
Department/Group:	Airport Operations	Job Code/ Req#:	43
Location:	ORIA	Travel Required:	No
Level/Salary Range:	Grade 3	Position Type:	Full-Time
Job Holder:			

Job Purpose

The Airport Operations Command Centre (AOCC) is the nerve centre of the airport operation and The Airport Operations Duty Officer (AODO-AOCC) is responsible for ensuring the optimal operational readiness of the airport in close collaboration with all departments and stakeholders. This critical role requires dynamic decision making and integral thought process enabling the operation of the airport to function safely and in line with the business requirements.

Dimensions

Reporting to the Airport Operations Manager (AOM) the Airport Operations Duty Officer is responsible for monitoring and ensuring the effectiveness of the operation.

Role and Responsibilities

The AODO will be required to:

- Ensure the schedule for flights is fit for purpose and address any conflicts or capacity constraints which require to be addressed in good time.
- Perform Slot facilitation and approving flights when required and liaising with Airport Coordination Limited.
- Perform stand allocation to meet the business requirements and in a fair and equitable way
- Perform gate and check in allocation
- Perform data entry and information for all flights.
- Communicate relevant status and any updates of the schedule to all parties.
- Ensure departments are informed when issues arise respond to airport incidents per Airport Emergency Plan and Local Operating Procedures and complete incident and other logs as required by the aerodrome manual.
- Notify the Aerodrome Operations Manager of airport incidents, accidents, emergencies or other occurrence outside normal expectations and disseminate information appropriately

- Review Work Safety Plans and Method Statements to ensure safe work practices,
- Receive, review and issue request for NOTAMs to the AIS office, and monitor status.
- Complete data on the departments SPI and KPI requirements
- Draft and communicate any NOTAM or AIC requests to AIS Office
- Annotate any issues of concern on the Airside Duty Report
- Log faults with onward communication to facilities.
- The ADO will submit an End of Shift report at the completion of every shift.

Qualifications and Education Requirements

- At a minimum an Associate's Degree or equivalent professional experience
- An interest in aviation and everchanging aviation environment
- Will be required to undergo formal and on-the-job training in Airport Operations, Safety Management Systems, Wildlife Hazard Management and other professional development programmes.

Successful completion of these courses will be a condition of continued employment:

Competencies

Generic Core Competencies
Commitment to Continuous learning
Effective Communication
Strategic Thinking
Teamwork
Stakeholder orientation
Technology awareness

Role Specific

Willingness to keep abreast of new developments in professional field
Ability to write clearly and concisely and to present and articulate verbal reports/presentations
Ability to adopt and influence the strategic aims of the CIAA
Ability to work with colleagues to achieve project goals and maintain harmonious working relationships
Ability to establish and maintain partnerships with internal and external collaborators
Ability to use contemporary office automation equipment, software, databases

Core Technical Competencies

SMS
Emergency Planning
Aerodrome Manual
AMPM
Radio Proficiency
Intermediate IT Literacy (Excel, Word, Power Point)
Report writing



298 Owen Roberts Drive, PO Box 10098
Grand Cayman KY1-1001, CAYMAN ISLANDS

+1 345 943 7070
ciaa@caymanairports.com
caymanairports.com

Basic Knowledge/Understanding competencies

Airside/Terminal Safety
Meteorology
Wildlife Management
ATC procedures

Assignment & Planning Of Work

Daily activities are generally in accordance with the requirements of Aerodrome Manual and Local Operating Procedures.

Supervision Of Others

NIL

Other Working Relationships

The post-holder is required to coordinate directly and regularly with other CIAA Departments/Units, airlines, and airport service providers.

Performs checks to ensure regulatory compliance by airport users.

Safety Training & Education

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

Additional Notes

The post-holder has authority to enforce CIAA policies in matters relating to the safety of operations.

Working Conditions

Will be required to work on shifts and outside of normal working hours from time to time and on weekends and holidays. Outdoor work a must and therefore will result in exposure to the elements and potentially unfriendly conditions.

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