



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

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

## Job Description

|                     |                          |                  |                      |
|---------------------|--------------------------|------------------|----------------------|
| Job Title:          | CNS Manager              | Job Category:    | Technical Operations |
| Department/Group:   | Airport Operations / CNS | Job Code/ Req#:  |                      |
| Location:           | ORIA                     | Travel Required: | Occasional Travel    |
| Level/Salary Range: | Grade H                  | Position Type:   | Full-Time            |
| Job Holder:         |                          |                  |                      |

### Job Purpose

Plan, direct and manage operations of the Communication, Navigation & Surveillance & ATM Services Section to international levels in full compliance with local and international regulatory requirements.

### Dimensions

The provision of Aeronautical Telecommunication Services, in the Cayman Islands falls under the Cayman Islands Airports Authority whose responsibility is to ensure safe, efficient, and regular aircraft operations in the Territory. Aeronautical Telecommunication is an integral part of safe aircraft operations, which requires personnel that are technically qualified to ensure that the CNS/ATM equipment and systems are adequately installed, maintained, providing continuous and reliable service.

Reporting to the Chief Airport Operations Officer, the CNS Manager leads a team of competent support and technical staff and ensures that the CNS/ATM technical and engineering standards in respect to the Aeronautical Telecommunication Services in the Cayman Islands meet or exceed local and international standards and recommended practices. Manages and maintains aviation MET equipment and CKIA airport Public Address equipment. Ensures that CNS/ATM customers receive the best possible service.

### Role And Responsibilities

- Define, develop, implement, and maintain documentation for standards, policies, procedures and processes for:
  - The aeronautical Communication Navigation and Surveillance & ATM (CNS/ATM) systems and services to ensure compliance with the Aeronautical Telecommunication Services Exposition, OTAR 171, local legislation, ICAO Annex 10 and other international standards and recommended practices.
  - Regular audit, inspections, and maintenance of all CNS/ATM facilities to ensure their continual availability and compliance, specifically Manual on CNS, ICAO Annex 10, OTAR part 171 and ICAO Doc 8071.
  - Portable mobile radio systems and services, aviation MET equipment and other airport related electronic equipment (PA system, etc).
  - Inclusive of maintenance activities, technical instructions, life cycle management, upgrading, equipment performance monitoring, etc.

- Develop and implement strategic plans and goals, for safety and uniformity and aligned with the CIAA corporate strategic goals with respect to CNS/ATM systems and services, integration and related technologies. These are to be aligned with the Aeronautical Telecommunications Services Exposition, OTAR 171, local needs and requirements, the ICAO Regional Air Navigation Plan, local safety standards, and using among other things, current and forecasted needs of local Air Traffic Management & Services. Inclusive of aeronautical radio frequency spectrum management, training, and coordination with other related organisations in and outside the Cayman Islands.
- Prepare and administer the relevant operational and capital budgets. Maintain and monitor appropriate budgetary controls. Work within budget and time constraints.
- Responsible for the installation of all CNS/ATM and aviation MET related equipment and systems. Liaise with the Engineering and Projects division to ensure field related installations are completed in accordance with the requisite standards.
- Manage and maintain a safety management systems (SMS) programme and a quality management systems (QMS) programme to assure that operational safety risks are identified, analysed, mitigated to a level as low as reasonably practicable. Adheres to the Corporate SMS requirements and standards. Participate in CIAA's SMS and QMS meetings.
- Coordinate aeronautical radio frequency spectrum management in collaboration with other concerned organisations (OfReg / ICTA) in and outside the Cayman Islands.
- Develop and manage a maintenance programme with the view to ensuring continuous safe operation of all CNS/ATM equipment, aviation MET equipment and CKIA airport Public Address equipment. Monitor all aspects of CNS/ATM equipment performance and maintenance with the view to identifying risks to ATS safety, efficiency, and regularity.
- Manage the prompt and effective communication of system and equipment operational status changes.
- Ensure that the power supplies to the equipment meet the operational continuity requirements of the Air Traffic Services and other services being supported.
- Manage and ensure the secure protection of any critical or sensitive areas necessary for protecting the safe operation of CNS equipment and services.
- Ensure that when the operation of temporary or pre-operational equipment is necessary, proper notifications and communications are made, that interference is not caused, and proper frequency approvals are obtained.
- Develop, implement and maintain a CNS training and competency programme for technical staff in order to ensure competent, safe and effective installation, maintenance and support of all CNS/ATM equipment and services. Ensures appropriate development programmes are in place to identify training needs and develop staff to their fullest potential.
- Assists with ensuring that existing and future human resource needs are recognised, planned for and put in place to meet business objectives. Inclusive of prudent succession plans across all operational areas.
- Monitor all aspects of CNS equipment performance and maintenance with the view to identifying risks to CNS safety, efficiency, and regularity.
- Compile monthly and other CNS section reports for submission to upper management.
- Ensure proper and recoverable communication records are kept for all CNS and Air Traffic Services voice and data messages.
- Ensure proper legibly recoverable information relating to all CNS maintenance activity is maintained and kept.
- When necessary, establish terms of reference for the procurement and supply of external services in order to ensure that the required safety standards are maintained and value for money is obtained.
- Develop and manage equipment and spares inventory, ensuring that adequate spares are continuously available. Manage the life cycle of equipment and systems.
- Manage the day-to-day personnel administrative and performance management requirements of the CNS Section, in accordance with CIAA personnel policies. Assist in the recruiting and hiring of assigned personnel. Monitor and evaluate personnel.
- Ensures that there is appropriate and effective communication between CNS and the Quality and Compliance Unit.

- Liaise and collaborate with the ATC, AIS, OPS, CKIA and other managers on relevant matters relating to CNS/ATM systems and services.
- Aid and advise the Chief of Airport Operations on all matters relating to CNS/ATM technical activities.
- To deputise for the Chief Airport Operations Officer as and when required.
- Any other appropriate duties as required.

## Qualifications and Education Requirements

- Bachelor's Degree in Electronics, Telecommunication Engineering, or equivalent, including BTEC HND (Higher National Diploma)
- At least 10 years' strong demonstrated experience in managing a team of highly effective and competent technical personnel through subordinate professional or supervisory staff
- At least seven (7) years' experience in the installation and maintenance of aviation systems comprising air/ground radiotelephony, aeronautical fixed services, navigational aids, aeronautical MET equipment, and telecommunication or IT systems, or other similar electronic systems
- Familiarity with the function of the International Civil Aviation Organization and a detailed working knowledge of the standards and recommended practices of Annexes 10, and 14 and OTAR 171 and 173, as well as familiarity with ICAO Annexes 11 and 3
- Knowledge of the application of surveillance and radar in an air traffic control environment
- Knowledge and experience in Technical Manual development and Engineering drawings
- Experience with Information Technology (IT) systems
- Knowledge of systems design and implementation in a database environment; knowledge of technical and user-related aspects of a personal computer environment

### Preferred Skills

- Skilled in communicating in critical situations, orally and in writing with business and community leaders
- Skilled in programme planning design, implementation, maintenance, and evaluation. Knowledgeable and experienced in scheduling, budgeting, planning and project management.
- Strong interpersonal and team-working skills.
- Customer focused.
- Ability to work without direct supervision and a commitment to problem solving.
- Working knowledge of Micro Soft Office suite of applications.
- Skilled in commercial, financial and other analysis.

### Assignment & Planning of Work

The post-holder is responsible for the planning and assignment of work required by the CNS Section, necessary to support the functions of CNS, portable radios and aeronautical MET systems. At times, the Chief of Airport Operations will assign various projects to be undertaken by the post-holder.

### Supervision of Others

The post-holder is responsible for the management of the CNS Staff and for motivating a team of technicians, technical and administrative staff in order to maintain a high standard of service and a positive work culture. Responsibilities will also include planning for, selecting, coordinating, monitoring and evaluating staff.

### Other Working Relationships

The post-holder will be charged with maintaining relations with the following key contacts:

- the CEO and other CIAA Chiefs and Managers
- all users of CNS/ATM services
- the CAACI



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

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

- the ICTA
- the C.I. Government Telecommunication (OfReg) and Computer Services Departments
- ATM/CNS authorities, regionally and internationally
- Suppliers and vendors of CNS, IT and other related systems and services

### Safety Responsibilities

The post holder has the following safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the pertinent Aerodrome Manual and/or any Appendices thereof, 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 AOCC or 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;
- Support internal and external safety audits as and when they occur and correct all resultant Findings; external audits are normally conducted by the CAACI;
- 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 8 .1 of the CIAA SMS Manual (Version 5.0)

### Additional Notes

The post-holder shall adhere to acceptable standards as required by CNS procedures, as well as any other appropriate government policies. He/She will have decision-making authority and control regarding system/technical development, procurement, installation and maintenance matters and the development and deployment of his/her staff.

### Working Conditions

Working conditions include normal office hours, with extra time required during emergency situations, as per the employment contract. Work cooperatively as part of a team.

|                                  |      |                    |                      |
|----------------------------------|------|--------------------|----------------------|
| Reviewed and Agreed by Employee: |      | Date (dd/mm/yyyy): |                      |
| Approved By Chief or Supervisor: | CAOO | Date (dd/mm/yyyy): | Revised 9 March 2023 |
| Reviewed/Updated By HR:          |      | Date (dd/mm/yyyy): |                      |