

Job Description

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

Job Purpose

Manage an airport development team of planners and project managers to monitor the utilisation of airport infrastructure at Owen Roberts International Airport (ORIA) and Charles Kirkconnell International Airport (CKIA), airside and landside, ensure the timely development of Airport Master Plans and interim plans to address areas of concern that affect aerodrome safety, aviation security and airport level of service, and manage the implementation of agreed solutions following CIAA and Cayman Islands Government policy for procurement and project management.

Dimensions

Reporting to the Chief Airport Operations Officer (CAOO), the Airport Development Manager (ADM) is responsible for providing direct management and supervision for the Airport Development (AD) staff. The ADM ensures all AD planning and capital project implementation activities are conducted in compliance with all relevant laws, aviation regulations, the Aerodrome Manual and any other relevant manuals as necessary. Responsibilities include assignment of work to the appropriate AD staff members, ensuring all the necessary tools are available for staff to execute their work, assisting with the selection of consultants and contractors as necessary and providing oversight for all major projects under their purview. The ADM works closely with other CIAA sections and departments to ensure aerodrome safety, aviation security and airport level of service matters are addressed before they escalate.

Role and Responsibilities

- Coordinates the planning and development of Airport Development capital projects under the guidance of the Chief Airport Operations Officer (CAOO)
- Assists in the formulation and maintenance of a strategic plan for the development of the airports
- Coordinates the preparation of (master) plans in line with long-term strategies for sustainable airport development
- Oversight and coordination of the conceptual planning, programming and production of final design documents in fulfilment of projects supporting the Airport Master Plan
- Facilitates the management of all major airport capital development projects and participates in special studies. The definition of “major projects” shall be determined by the CAOO and/or the CEO

- Directs, coordinates and manages the activities of design professionals, technical consultants and contractors
- Directs the development of policies, procedures and processes for the implementation of capital improvement projects. Develops project scopes and design standards; to ensure compliance with all regulations related to civil airports
- Innovates, evaluates and recommends tools, systems and services for the efficient operation of the airports
- Directs the establishment of a tenant design manual for construction standards, codes and criteria for airport facilities and reviews and approves all tenant development plans
- Participates in interaction with all stakeholders in the airport community and developers of adjacent properties concerning airport planning and design activities, and related matters
- Directs and participates in the development of capital improvement projects with airport tenants to ensure that projects are constructed with minimal disruption to airport operations and completed in a safe and orderly manner
- Coordinates with the commercial department to ensure all planning meets customer service, terminal management and business development (aeronautical/non-aeronautical revenue generation) requirements
- Coordinates with the Information Technology department to ensure systems remain operational and its requirements are met in all development projects
- Coordinates with the Facilities Management department to ensure the two teams are working in collaboration to meet the overall objectives of the Authority and the Airport Operations department
- Ensures the Airport Development section maintains an accurate and up to date library of airport infrastructure records, including but not limited to procurement documentation, construction drawings, as-built drawings, permits, project close-out criteria, manuals and warranties
- Advises the CEO, CAO, Steering Committee and other members of the Airport Leadership Group regarding technical and budgetary matters. Provides related briefings and reports as needed
- Prepares reports on a monthly and ad-hoc basis at the request of the CAO
- Designs and implements programmes to improve staff motivation, team building, departmental effectiveness and efficiency
- Monitors and evaluates the performance of staff, coaches and mentors the team and determines development and training needs
- Prepares business cases, tenders, direct awards, responses to requests for information (RFI) and other procurement documents and negotiates contracts for the supply of materials, equipment and services, all in accordance with the Public Management and Finance Act and the Procurement Act
- Prepares capital and operating budgets and business plans as required and monitors and controls budgets within the approved business plan
- Assigns and co-ordinates staff duties, ensuring that these functions are conducted in accordance with CIAA's policies and procedures, Air Safety Support International (ASSI) and International Civil Aviation Organisation (ICAO) standards and recommended practices, Aerodrome Manuals and Safety/Security Management Systems (SMS/SeMS)
- Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff
- Liaises with all airport departments and stakeholders to achieve the Authority's objectives
- Provides feedback on organisational performance as input for innovation, change and cost efficiencies
- Coordinates with the safety management and security departments to ensure all planning meets aerodrome safety and aviation security requirements
- In collaboration with other relevant departments, and using agreed KPIs, establishes systems for monitoring airport infrastructure utilisation, safety, productivity and related areas
- Coordinates with all areas of the Airport Operations department and the CKIA Airport Manager to ensure necessary operational data is provided and maintained to inform development decisions, and that their requirements are being met in all development projects. In particular, provides project management support to the Airport Operations team as necessary for the delivery and implementation of resolutions and mitigations for internal and CAACI Audit findings to ensure full compliance with the ASSI and ICAO Regulations
- Assists in ensuring that the responsibilities of the CAO in the Airport Emergency Plan are upheld
- Supports and deputises for the Chief Airport Operations Officer as required
- Any other related duties as may be required from time-to-time

Qualifications and Education Requirements

- At a minimum a bachelor's degree in Airport Planning and Management or equivalent professional training
- Ten (10) years' of increasingly responsible experience in airport planning and in administering on and off airport capital improvement programmes
- A minimum of ten (10) years' experience working in an airport development or operations environment, with a minimum of five (5) years' at a management level
- Experience applying project management principles in the successful delivery of contracts for the provision of architectural, engineering, quantity surveying and construction services
- Familiarity with airport design criteria in accordance with the standards and recommended practices of the International Civil Aviation Organisation, Air Safety Support International, the Civil Aviation authority of the Cayman Islands and other applicable regulations

Preferred Skills

- General knowledge of International Civil Aviation Organisation's standards and recommended practices regarding Aerodrome Safety and Aviation Security
- Good understanding of airports' Aerodrome Manuals. Good knowledge of the CIAA specific manuals would be a benefit
- Comprehensive knowledge of principles and practices of airport planning
- Expert ability to effectively recruit, hire, coach, train, develop, retain and redirect others as needed in order to build and produce a successful work unit
- Ability to review and approve difficult and complex, contracts, cost estimates, design documents, and specifications; use computers and related software; express ideas clearly and concisely; and relate well with the general public, co-workers, and subordinates
- Ability to interact positively with employees of the Ministry responsible for Aviation, relevant CIAA Heads of Department, airline operators, engineering and construction professionals, and other external contacts as required
- Ability to communicate effectively both orally and to represent the CIAA in public forums to present, negotiate, and advocate airport projects/policies regarding related issues
- Ability to understand and stay up-to-date on new airport technologies
- Highly flexible; ability to switch tasks and to carry more than one problem at a time; ability to work various hours on demand
- Ability to function in a rapidly changing, demanding, competitive environment
- Must be commercially aware
- Expert knowledge of employee development; talent assessment, competency-based development, motivation and teamwork. Ability to build relationships and leverage cross-functional partnerships within and outside the department, including an expert ability to leverage influential leadership
- Must be a self-starter, able to delegate successfully and communicate effectively
- Strong sense of urgency; results & action oriented

Assignment & Planning of Work

The post-holder will analyse work volumes and carefully schedule all activities utilising internal and external resources as necessary and within budget to ensure projects are kept on track with respect to time and cost. The Development team will operate as a Project Management Office, utilising established project management methodologies best suited to the role. The post-holder will ensure that all procurements are completed in full compliance with the Cayman Islands Procurement Act. The post holder is expected to be able to work independently, with minimal supervision and function as an integral member of the Airport Operations team, while delegating effectively to sub-ordinate team members.

Supervision of Others

The Airport Development Manager is responsible for the development and leadership of all Airport Development staff.

Other Working Relationships

CIAA departments and units, including:

Facilities; Finance; HR; CKIA Manager; Chief Airport Operations Officer and all Operations departments; Safety; Information Technology; Commercial; Security

External:

Airlines; Ground Handling Service Providers; Air Safety Support International; Civil Aviation Authority Cayman Islands and other regulatory and Government agencies; ICAO and other relevant aviation entities; CIG Planning Department; CIG Building Control; Legal Counsel; Cayman Islands Fire Service; National Weather Service; Various material and equipment vendors, contractors. Consultants and other service providers.

Safety Responsibilities

The post-holder will have 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 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 8.1 of the CIAA SMS Manual (Ver. 5.0)

Additional Notes

The Airport Development Manager's main focus is to execute the strategic plan and realise the mission and vision of the Authority with particular respect to aerodrome infrastructure. The post-holder will manage and coordinate all major planning, design, and development programmes at the airport with a view to ensuring smooth operations and a high level of safety, coupled with excellent passenger experience. The team must work hand-in-glove with the Facilities section to achieve this.

Working Conditions

Normal office environment, but it will be necessary, from time-to-time, to survey all areas of the aerodrome, including the terminal and satellite buildings, aprons, taxiways, runways and landside areas.



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

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

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