

Job title: Head of Operations and Safety

Department: Operations

Reporting to: Operations Director

Location: London Oxford Airport

Date: January 2022

Main purpose of job:

Reporting to the Operations Director (OD) the Head of Operations and Safety (HOS) is responsible for the safe and compliant day-to-day operation of the airport. This includes ensuring that the various airside departments are functioning in concert and in line with applicable regulations, directives, policies and procedures in force. The HOS will manage and facilitate a wide range of activities that ensures the safe and efficient operation for the tenants and customers of London Oxford Airports.

The HOS is accountable for the development, overall day-to-day management and continuous improvement of the company safety management system at London Oxford Airport and The London Heliport, ensuring compliance with applicable CAA regulations.

Operational responsibilities:

- To deputise for the Operations Director during any period of absence;
- To ensure that the conditions of the Aerodrome Certificate, and all regulatory requirements are adhered to at all times;
- Be the main interface with all other airport departments to ensure the smooth, safe and efficient running of the airport;
- Maintain the Aerodrome Manual to ensure compliance with CAA Publications CS-ADR.DSN and AMC/GM for ADR;
- Responsibility for ensuring that Aerodrome Manual, airport procedures, practices and activities are conducted in accordance with the relevant aerodrome certification requirements, CAA publications and ICAO policy documentation. Review changes in documentation to ensure compliance is maintained by revising procedures;
- Line management of the Ground Handling Manager and Maintenance Supervisor;
- Conduct disciplinary processes in line with company policy and procedures;
- To ensure effective communication both internally and externally on all matters relating to the Airport Operation and safety issues;
- Responsibility for promulgating information, through various media (i.e., NOTAM, AIP, ATIS etc.) on the operational status of the airfield (runway, taxiways, stands, etc) and navigational aids on the airfield;
- To ensure the safe throughput of aircraft movements, through liaison with Air Traffic Control, the Rescue and Fire Fighting Service, Ground Handlers, Customer Operations. This is especially

pertinent in the event of adverse weather conditions, aerodrome or operational incidents, navigational aid failure or other disruptions;

- To represent the Airport in all aspects of operation; ensuring operational efficiency and safety in accordance with applicable policies and procedures;
- Ensure all airport services and equipment are serviceable and all daily pre operational inspections are carried out in timely manner with associated daily reports and briefs are issued;
- Responsible for reviewing, updating and delivering the Winter Operations Plan. This includes ensuring that all members of staff who form part of the Winter Operations Plan remain current and competent in role;
- Respond to all airfield and terminal emergencies, representing the Airport when responding to actual, potential or simulated emergencies including planned multi service exercises, acting as the liaison with all responding agencies. Acts decisively to minimise the impacts to airport operations and begin business recovery;
- Responsible for ensuring that airfield inspections are completed in accordance with CAA regulations and the Aerodrome Manual as well as ensuring that faults and defects are rectified;
- Liaise and advise the Operations Director on all operational matters, future requirements and proposed developments;
- In conjunction with the Head of Infrastructure and Compliance administer airport safeguarding processes;
- Support the Head of Infrastructure and Compliance in ensuring that non-compliances are dealt with in an effective manner.

Safety Management responsibilities:

- Maintain the Safety Management System (SMS) and associated documentation to ensure compliance with applicable CAA regulations;
- Facilitation and management of the safety reporting system and reporting on safety performance;
- To facilitate hazard identification, risk analysis and management;
- To monitor the implementation of actions taken to mitigate risks, as listed in the safety action plan;
- To ensure that safety training is delivered to all staff;
- To provide advice on all safety matters;
- Monitor airside safety and investigate accidents, incidents or near misses reported, as well as ensuring mitigation is implemented as required by the SMS;
- To chair and manage the Safety Action Group;
- Co-ordinating the safety review board, safety action group and local runway safety team meetings;
- Developing and promotion of safety and just culture including safety surveys;
- To conduct root cause analysis of safety occurrences;
- To ensure timely filing of mandatory occurrence reports on behalf of the airport.

To undertake additional tasks and/or duties as required by the Managing Director or Operations Director within the limits of your knowledge and competence.

Level of responsibility:

Managerial

Working conditions

Position: Salaried

Hours 40 hours per week - On occasions It may be necessary and essential to work unsociable hours to meet the demands of the business.

Name:

Signed:

Dated: