

Job title: Airport Operations Manager

Department: Airport Management

Reporting to: Operations Director

Location: London Oxford Airport

Date: July 2024

Main purpose of job:

Reporting to the Operations Director (OD) the Airport Operations Manager (AOM) 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 AOM will manage and facilitate a wide range of activities that ensures the safe and efficient operation for the tenants and customers of London Oxford Airport.

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;
- Responsible for developing, implementing and maintaining Low Visibility Procedures (LVPs) in conjunction with the Head of Air Traffic Services, Fire Service Manager, and Ground Handling Manager. The AOM is responsible for delivering staff training for LVPs.
- Line management of the, Ground Handling Manager, Terminal Manager, Maintenance Manager, and Airside Operations Officers.
- Responsible for ensuring that a high level of customer service is maintained for all customers and tenants;
- To ensure effective communication both internally and externally on all matters relating to the Airport Operation and safety issues;
- Responsibility for maintaining the current airport entry within the UK AIP and promulgating changes, through AIS, using 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 Handling Department, Customer Operations Department. 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 airport operations; 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 Compliance Manager, administer airport safeguarding processes, including the assessment of cranes and administration of crane and drone permits;
- Support the Compliance Manager in ensuring that non-compliances are dealt with in an effective manner;
- Support the Safety and Security Manager in ensuring that safety issues are dealt with in an effective manner;
- Support the Safety and Security Manager in monitoring airside safety and investigating accidents, incidents or near misses reported;
- To chair and manage the Local Runway Safety Team;
- Responsible for the delivery of the relevant elements of the airport safety management system action plan relating to the airfield and its operations;
- Responsible for the delivery of a compliant Airfield Ground Lighting system, through the direct interface with the main AGL contractor;
- Responsible for maintaining a compliant Aerodrome Survey in accordance with CAP1732;
- Arrange for the measurement of runway surface friction, in accordance with CAP 683 and the Aerodrome Manual.

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: Permanent, 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.