

Job title: Safety and Compliance Officer

Department: Airport Management

Reporting to: Safety & Compliance Manager

Location: London Oxford Airport / London Heliport

Date: June 2025

Main purpose of job

The Safety & Compliance Officer will support the co-ordination of aviation safety development and compliance activities at London Oxford Airport and on occasion at the London Heliport in accordance with national and international legislative requirements, and will report to the Safety & Compliance Manager.

The primary responsibility of this role is to audit activities related to aerodrome certification, the support and development of safety management systems and the ongoing continuous improvement of documented processes.

To facilitate the above, the Safety & Compliance Officer will also support the Safety and Compliance Manager in the assurance of work place health and safety.

A key function of the role is to provide management reporting of all safety, compliance and quality assurance events / issues and the close monitoring of corrective actions.

To provide coverage in absence of the Safety & Compliance Manager in respect of meeting regulatory safety reporting deadlines.

Key Responsibilities:

- **Compliance Management:** Conduct internal and external audits across all operational areas, making recommendations for management review and tracking the status of rectification actions. To monitor the CAA website to identify any changes to regulations or policy, which may impact operations at either London Oxford Airport or the London Heliport.
- **Safety Management System:** Managing and monitoring safety reporting through the organisation's Safety Management System (SMS). – undertaking safety and hazard investigations when required. The submission of MORs / RIDDORs to meet deadlines. Supporting airside functions to understand the requirements and assist in the implementation of new aviation safety regulations.
- **Hazard Identification and Prevention:** Identifying and preventing potential hazards within the organisation.
- **Policy and Procedure Development:** Assisting in the development and drafting of safety & compliance policies, communication and procedures.
- **Safety Corrective Action:** Monitoring and coordinating any corrective actions to address safety issues.
- **Non-Conformance Management:** Following up and closing out any non-conformances identified through audits or monitoring.

- **Safety Promotion:** Actively seek ways to develop and enhance safety communication through training and staff engagement, actively promoting a Just Culture, which encourages and promotes reporting of all incidents, including near miss events.
- **Work Place Health & Safety:** Conduct regular Health & Safety reviews and audits/monitoring to ensure compliance with HSE regulations. Assist in the creation of policy and procedures to meet the requirements of safety legislation.

Role Competencies

- Ensure administrative systems are effectively used, with accurate auditing and data information recorded.
- Ability to work to demanding operational requirements to meet critical time lines.
- Attendance of regulatory and airport training courses as required.
- A high level of attention to detail and a good understanding of IT systems and Microsoft Office is essential.
- Complies with company Health and Safety and Security procedures.
- Meets deadlines, sets realistic goals and achieves them.
- Works in a diligent and systematic way.
- A good decision maker.
- Ability to learn new technology and methods of work.
- Flexibility, responds well and copes well with change.
- Positive and pro-active outlook.
- Good communication skills, written and oral.
- Good personal presentation.
- Fully aware of the need to balance compliance in a proportionate manner, within the scope of key regulation.

Working conditions

Position: Salaried

Hours: 0830 -1730 - Monday to Friday (40 hours)

Locations: London Oxford Airport and The London Heliport

It may be necessary and essential to work unsociable hours.
The post holder is expected to fulfil such requirements without additional recompense.

Signed: Dated:

Name: