



ALDERNEY AIRPORT FIRE AND RESCUE SERVICE

AIRFIELD OPERATIONS OFFICER

PSE GRADE D

JOB DESCRIPTION

JOB SUMMARY:

The Airfield Operations Officer role is responsible for the daily operational duties required at Alderney Airport.

RELATIONSHIPS:

The postholder is accountable to the Head of Airside Operations.

The postholder has no line-management responsibility.

MAIN DUTIES AND RESPONSIBILITIES:

- Undertake daily runway inspections in accordance with the required regulation.
- Undertake daily wildlife control ensuring a compliant management programme is in place at the airport
- To support the fire service in ensuring the habitat is well maintained
- Undertake the periodic bird monitoring programme outside of the airport boundary.
- Compile and produce bird data reports showing trend analysis, hot spot analysis and inform the habitat management programme
- Responsible for airside safety compliance and to advise the Head of Airside Operations on any matters of concern or non compliance.
- Carry out airside checks and audits on all airside operators including vehicles, drivers and works permits to ensure they comply with airport and statutory regulations.

KEY CRITERIA:

ESSENTIAL

1. Good communication/presentational/interpersonal skills; time management and administrative skills are essential, with an ability to work under pressure.
2. Good judgement and the ability to quickly evaluate a variety of information in varying and possibly critical circumstances, including implementing an appropriate course of action;
3. A good understanding of airside activities, risks and regulation.
4. Full Guernsey or approved driving licence
5. Basic IT skills including use of Microsoft applications (Teams, Excel, Word)

DESIRABLE

6. Experience of working in or around aircraft
7. Working knowledge of Centrik software.

SECURITY CHECK:

The successful candidate will be required to undergo a Basic Police Disclosure. The possession of a criminal record will not necessarily debar you from employment – the nature and relevance of the convictions will be taken into account. The vetting checks will also enable the issue of an Airport Identification Card Security Pass. All disclosures are received in the strictest confidence and checks are only made in connection with your application and for no other purpose.