



JOB DESCRIPTION

AIRPORT MANAGER

CITY OF DERRY AIRPORT

POST TITLE:	Airport Manager
LOCATION:	City of Derry Airport
RESPONSIBLE TO:	Chairman of CoDA Board of Directors
SALARY:	Negotiable

JOB PURPOSE

The Airport Manager is key to the delivery of the Board's commitment to operate the airport safely, efficiently, commercially and at all times in full accordance with the requirements of the CAA, DfT and other regulators and to work with all stakeholders.

As Airport Manager you are accountable for the day to day management of the Airport's staff, business, and airfield operations.

You are responsible for ensuring that all regulatory and company policies are adhered to in order to ensure the safe and efficient operation of the airport. You will be the Accountable Manager as defined by the Aerodrome Licence and be the deputy designated party regarding the National Aviation Security programme at CoDA.

As Airport Manager you will exhibit a high standard of leadership and will demonstrate the Company's commitment to be a good employer which is customer focused and conscious of the needs of its stakeholders.

The You will identify and exploit local opportunities to develop the profitable commercial business of the Airport.

The Airport Manager will be accountable for the preparation and delivery of the Airport's Business Plan and Annual Budget as well as assisting the Shareholder in the production of the medium-term Airport strategy.

KEY RESPONSIBILITIES:

1. To ensure the safe and compliant operation of all aeronautical activities undertaken at City of Derry Airport at all times.
2. To be the outward face of the Airport developing and maintaining positive relationships between the Airport and its stakeholders including airlines, tour operators, tenants, control authorities, elected representatives, local media, business partners, regulators, local communities, local authorities, development agencies, government and public sector bodies and members of the public
3. Responsible for improving the airport's image and managing external stakeholders.
4. To provide day to day management and leadership to the Airport's Management Team and staff.
5. To be accountable for the preparation of CoDA's Business Plan, Annual Budget and target plan.
6. To deliver the Business Plan, Annual Budget and capital investment budget.
7. To foster strong relationships with established and potential customers with a view to increasing the value of Airport sales to all aeronautical and commercial customers, concessionaires, tenants and users.
8. To be the principal first point of contact at CoDA by potential new customers, tenants, developers and others.
9. To identify and develop of new and innovative products to represent an increasing proportion of CoDA's turnover.
10. To provide day to day guidance to CoDA Airport-based operational teams in their provision of safe and efficient airport operations.
11. To provide and obtain support and guidance from external professional's services suppliers to support the CoDa based team.
12. To ensure compliance with CoDA's Integrated Management System including the:
 - a. Safety Management System;
 - b. Environment Management System and
 - c. Quality Management System.
13. To support the maintenance, development and promotion of work place cultures which deliver sustainably high standards of:
 - a. Staff, public and Airport-wide health and safety;

- b. Risk awareness and mitigation;
 - c. Communication and reporting of all safety and risk related events and assurance measures;
14. Keep the contents of following systems, procedures and orders up-to-date, relevant and embedded in CoDA's activities:
- a. Airport Emergency Orders;
 - b. Aerodrome Manual;
 - c. Manual of Air Traffic Services;
 - d. Operational Safety Instructions;
 - e. Safety Procedures Manual;
 - f. Airside Safety and OSHENS Reporting Systems.
15. Responsible for the development and motivation of CoDA's employees to deliver high standards of efficient customer service.
16. To undertake and conclude negotiations with employee groups including Staff Representatives and Trade Unions as well as Government agencies and external bodies.
17. To provide the monthly Finance and Business Performance and Safety Reports and Board packs.

GENERAL

This position is based at City of Derry Airport. However, travel to other sites in the UK and overseas may, from time to time, be required.

The position of Airport Manager requires that all aspects of the Airport's business is understood and regularly observed. This will require the post holder to be flexible in terms of availability to respond to emerging situations and attendance may be required during weekends and out of hours.

The post holder acknowledges that they have contracted out of the provisions of the EU Working Time Directive.

This job description outlines the duties required to indicate the level of responsibility. It is not a comprehensive or exclusive list as it is recognised that jobs and duties may be varied and change over time, but which do not change the general character of the job or the level of responsibility

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AIRPORT MANAGER PERSON SPECIFICATION

	Essential Criteria	Assessment
Qualifications / Experience	<p>A minimum of 5 years management experience in a similar aviation related role</p> <p>A degree or equivalent in a management qualification</p> <p>Effective Financial management skills including managing budgets</p> <p>Evidence of working with and influencing internal and external stakeholders</p> <p>Excellent people management skills including leadership, coaching and development</p> <p>Proven history of dealing sensitively and diplomatically with regulatory authorities</p>	Application Form / Interview
	Desirable Criteria	
	<p>Successful completion of CAA Aerodrome Operations Course</p> <p>Knowledge of legislation and an understanding of regulatory matter demonstrated through completion of Airport Accountable Managers Course</p>	Application Form / Interview
Skills / Abilities	<p>Able to prioritise workload to meet multiple deadlines. Excellent communication skills, both written and verbal.</p> <p>Ability to use initiative and take decisive action.</p> <p>Demonstrate a positive approach to organisational goals</p>	Interview
Other Requirements	<p>Ability to use Microsoft applications – Word, Excel, PowerPoint, Outlook</p> <p>Full Driving Licence</p>	