

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Airport Development Manager	Direct Reports:	Nil
Reports to:	Senior Manager - Airports	Internal Contacts:	All Employees
Department:	Airport Operations	External Contacts:	Airlines, Ground handling companies and other service providers, Government agencies, Regulatory bodies, Contractors and vendors, Industry organizations and associations, Other airports and air traffic service providers

JOB SUMMARY:

To oversee the strategic planning, development, and enhancement of facilities and operations at both airports and in air navigation services in Saint Lucia. The ideal candidate will be responsible ensuring operational efficiency, managing development projects, regulatory compliance and implementing strategic initiatives to enhance airport operations and air navigation services.

DUTIES AND RESPONSIBILITIES

Strategic Alignment and Focus

- Develop and implement strategic plans for the expansion and enhancement of airport facilities and infrastructure.
- Conduct market research and analysis to identify opportunities for improvement and growth.

Project Coordination and Integration

- Manage all phases of airport development projects from concept through to completion, including planning, design, procurement, construction, and commissioning.
- Coordinate with architects, engineers, contractors, and consultants to ensure projects are delivered on time, within budget, and to the highest standards of quality.

Standardization and Best Practices

- Ensure compliance with local and international regulatory requirements and standards related to air navigation, airport operations and infrastructure.
- Oversee environmental impact assessments and sustainability initiatives to minimize the ecological footprint of airport operations.
- Monitor industry trends, technological advancements, and best practices to recommend innovative solutions for airport development and management.

Risk Management and Mitigation

- Conduct feasibility studies and financial analysis to evaluate the economic viability of proposed development projects.
- Coordinate with regulatory bodies and participate in audits and inspections.

Communication and Stakeholder Engagement

- Collaborate with airport stakeholders, government agencies, and local communities to foster positive relationships and ensure alignment of development goals with broader strategic objectives.
- Prepare and present reports, proposals, and presentations to senior management, stakeholders, and regulatory authorities.

General

- Performs any other related duties as assigned by the Supervisor from time to time.
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MINIMUM QUALIFICATIONS

- Bachelor's degree in Airport Management/Aviation or a related field plus five (5) years experience in airport operations, management, or development in a leadership role in a similar industry.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates a high level of confidentiality, competency and professionalism at all times
- In-depth knowledge of airport operations, regulatory requirements, and international standards.
- Strong project management skills with the ability to prioritize tasks, manage resources effectively, and meet deadlines.
- Excellent analytical and problem-solving abilities, with a keen attention to detail.
- Good communication, negotiation, and interpersonal skills.
- Knowledge of AVSEC
- Proficiency in project management software and technological innovative tools
- Safety Management System Training
- Sound problem-solving skills.
- Excellent time management and organizational skills.

SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____