

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Deputy Airport Manager – HIA	Direct Reports:	Nil
Reports to:	Airport Manager- HIA (APM-HIA)	Internal Contacts:	Airport Manager-HIA, Duty Managers and SLASPA Airport Employees
Department:	Airport Operations	External Contacts:	Airport users, concessionaires, Government Ministries and foreign officials

JOB SUMMARY:

To assist the Airport Manager with planning, directing/leading and coordinating all operational and commercial activities at the Hewanorra International Airport.

DUTIES AND RESPONSIBILITIES

AVIATION MANAGEMENT

- Supports and maintains the regularity of liaison work with the Air Traffic Control section.
- Provides regular reports on the status of operations at the Airport are provided to the APM-HIA
- Supports the Duty Manager -Airside Operations in ensuring effective supervision of the airport bird/wild life programme and ensures continuous mitigation measures are established.
- Assist the APM-HIA to facilitate inspections/audits by internal authority, local and international regulators and to ensure compliance with requirements and corrective action taken as required.

FACILITY MANAGEMENT

- Supports the APM-HIA in establishing systems for the proper maintenance of the physical facilities at the airport through coordination with the Engineering Department.
- Assists the APM-HIA with the establishment of systems for the prompt correction of faulty equipment, for the prompt reporting of all incidents and accidents and for the prompt handling of customer complaints
- Supports the APM-HIA with conducting regular and periodic inspections of all airport operational areas to ensure facilities and equipment are well maintained.

- Assists the APM-HIA with the maintenance of oversight and due care of the Authority's interests, equipment and personnel at the airport.

CUSTOMER SERVICE

- Assists the APM-HIA in conducting quarterly Facilitation Meetings with all airport stakeholders & concessionaires and any follow up action required from same is carried out.
- Maintains excellent customer service for both internal and external customers.
- Assists the APM-HIA with the development of Memoranda of Understanding and protocols between the Office of the Airport Manager and agencies which operate at the airport i.e. Crash Fire Rescue, Engineering Department, the Ports Police, Airline Operators Committee, Customs & Excise, Immigration, Fuel Providers and any other entity which may be deemed necessary.

SAFETY AND SECURITY

- Supports the APM-HIA to ensure that all those employed at the airport know and comply with appropriate safety and security regulations.
- Maintains an effective working relationship with the Ports Police and with relevant public authorities, including those that provide emergency services.
- Assists the APM-HIA with establishing and maintaining an airport safety and security orientation program, in relevant areas as pertinent to all airport employees, stakeholders and concessionaires.
- Supports the APM-HIA in leading the airport emergency procedures, processes and inventory, by ensuring they are current and compliant in accordance with international standards and industry best practice. To ensure the execution of the airport biennial emergency exercise, regular table top exercises and other activities.
- Assists the APM-HIA to ensure that all airport stakeholders are compliant with Health and safety practices, emergency protocols, international standards, and security requirements for the airport. To ensure any required documentation/material/equipment is in order and spot/ random check as necessary.
- Communicates effectively with the media and represent the Authority at forums as and when directed by the Authority through the the Airport Manager as directed by the Senior Manager Airports.

CONCESSIONAIRE MANAGEMENT

- Maintains excellent relationships with airline personnel, concessionaires and other agencies who operate at the Airport
- Assists the APM-HIA with the monitoring and time the renewal of concessionaire lease agreements and report/ follow up on same.
- Assists in negotiation with airlines, car agencies, restaurants and concessionaires and any other airport facilities concerning leases.

FINANCIALS

- Assists in developing and implementing operational goals for the airport.
- Researches, reports and recommends new revenue streams for the airport and improvement of efficiencies/effectiveness in current revenue areas and collection. To ensure the effective implementation of the foregoing as and when directed by the Airport Manager- HIA.
- Signs off and approve purchase orders within established limits as and when necessary.

SUPERVISORY RESPONSIBILITY

1. Assists the APM-HIA with review of the performance of the Duty Managers and all other direct reports who may be assigned to the Airport Manager's Office and recommend appropriate training and implement initiatives for the development of required skills and performance improvement;
2. Assists the APM-HIA with the implementation of succession plans for further development of staff under his/her supervision;
3. Supports and liaise with the APM-HIA in recommending disciplinary action and implement appropriate corrective action when necessary;
4. Assist the APM-HIA with the investigation of all grievances by employees and settle these when possible or refer them to the next level when appropriate; and
5. Assists the APM-HIA with the monitoring the implementation of relevant union agreements;

ADMINISTRATIVE RESPONSIBILITY

- a) Assists the APM-HIA in establishing policies and procedures to facilitate the overall effective and efficient functioning of the Airport and to advise and liaise with the DOA on same;

- b) Supports the APM-HIA in developing an annual work plan for the Airport;
- c) Assists the APM-HIA with the preparation of the Airport's annual budget and justify same with the Director of Airports; and
- d) Performs any other related duties as may be assigned by the Supervisor from time to time.

MINIMUM QUALIFICATIONS

- ✦ Bachelors in Business Administration or Public Administration plus a minimum of one (1) year experience managing in the Private Sector, Public Sector or in the aviation industry.
- ✦ Certification in an aviation related field is an asset

KNOWLEDGE, SKILLS AND ABILITIES

- ✦ Demonstrates a high level of confidentiality, competency and professionalism at all times
- ✦ Knowledge of operational airport auditing techniques
- ✦ Sound knowledge of aircraft and airline operations
- ✦ Working knowledge of Airport Emergency and Security Regulations (ICAO)
- ✦ Working knowledge of Airport Safety Requirements
- ✦ Excellent interpersonal, communication and report writing skills.
- ✦ Advanced knowledge of and proficiency in technological innovative tools
- ✦ Sound problem-solving skills.
- ✦ Excellent time management and organizational skills.
- ✦ Functions within a team environment.
- ✦ The ability to work prolonged hours.
- ✦ The ability to liaise with a diverse work force.
- ✦ The ability to work and adjust to flexible operations.
- ✦ Ability to respond promptly to and manage emergency and unusual occurrences.
- ✦ Ability to handle and communicate with the media.
- ✦ Ability to be flexible with work assignments.
- ✦ Ability to use one's initiative and be proactive.
- ✦ Ability to stimulate and manage change and develop strong teams.

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 : _____