

- 1 Job Title:** Manager Aerodromes
- 2 Location:** The Times Building, 11-12 D'Olier Street, Dublin 2
- Division:** ATM, Aerodromes and Security Standards
- 3 Reports to:** Assistant Director ATM, Aerodromes and Security Standards
- 4 Direct Reports:** Aerodrome Inspectors
- 5 Job Purpose:** Manage and ensure safety oversight of all civil aerodromes and the coordination and approval of information published in the Aeronautical Information Publication (AIP).

**6 Main Duties and Responsibilities:**

- Exercise entry control by granting:
  - approvals to individuals to carry out specific activities (e.g. safety training officer, rescue fire training officer, etc)
  - certificates to an organisation or individual for the provision of aerodrome services, products, equipment, parts, facilities, procedures or systems, etc.
- Ensure surveillance of the aerodrome system to determine that participants comply with the required safety standards. This includes: audits, spot checks, inspections, periodic meetings with operators, collection and analysis of data, and liaising with the industry.
- Ensure the provision of information and support to the operators within the aerodrome system for the purposes of: clarification, policy announcements, technical information, accident information, etc. Support includes giving advice on regulations and standards.
- Ensure corrective action (i.e. administrative and if necessary legal measures) is taken to comply with the required standards.
- Advise the Assistant Director on exit control for all license (i.e. individuals) or certificate holders (i.e. organisations) involving aerodrome services, products, equipment, parts, facilities, procedures or systems regarding the:
  - variation
  - suspension
  - revocation, or
  - disqualification of the licence (license) or certificate; as well as on the detention of aircraft, products or parts; and, the exercise of exit control over those voluntarily leaving the system.
- Maintain an ongoing analysis of the aerodrome system to determine flight safety trends.
- Ensure the effective and efficient management and operation of the Aerodromes Division.
- Advise the Assistant Director on specific or general matters relating to the aerodrome system.

- Provide technical advice in the development of safety standards and in the development of regulations for aerodromes.
- Maintain and preserve records and documents relating to activities within the aerodrome system for recording in the Civil Aviation Document Register and in particular the Aeronautical Obstacle Database.
- Provide technical advice and support to the Regulatory Performance & Personnel Licensing Department for the investigation of accidents and incidents.
- Represent the Assistant Director on matters relating to the aerodrome system.
- Implement the Authority's Performance management System, providing direction, guidance and motivation to direct reports and dealing with employee relations issues in the Personnel Licensing Division.
- Implement and Monitor effective two-way communication, including Team Briefing.
- Manage health and safety issues in accordance with the Company Safety Statement.
- Monitor, maintain and develop ISO 9001:2000 quality standards.
- Ensure equality of opportunity for all employees in area of responsibility in accordance with Company Equality Policies.

**THIS JOB DESCRIPTION IS NOT EXHAUSTIVE. OTHER ITEMS MAY BE ADDED OR DUTIES VARIED FROM TIME TO TIME AT THE DISCRETION OF DIRECTOR SAFETY REGULATION.**

## **7 Relationships:**

### **Internal**

- Regulatory Performance and Personnel Licensing Department
- Flight Operations Department
- Airworthiness Department
- ATM Operations & Strategy Directorate
- Technology and Training Directorate
- Human Resources Directorate
- Finance Directorate
- General Manager Corporate Affairs
- Company Secretary / Solicitor
- Internal Auditor

### **External**

- aerodromes
- air navigation service providers
- meteorological services, search and rescue facilities and services
- individual airlines, air operators, general aviation operators, flying schools, etc
- equipment manufacturers
- industry bodies, aviation sports bodies, etc
- Department of Transport, Tourism and Sport and other State bodies, European Commission
- Other civil aviation authorities and appropriate international organisations (ICAO, EASA, Eurocontrol, etc).

## **8 KSE Requirements:**

- Experience as an Aerodrome Operations Manager, Airport Engineer or Air Traffic Controller with at least 10 years' experience of which 5 years must be in airport operations and management; or
- Experience as a pilot with at least 10 years' experience of which 5 years must be in airline management or the equivalent; or
- A Degree or equivalent in a relevant branch of Engineering with at least 10 years' experience in the Civil Aviation System;
- Have a sound understanding of aviation safety management systems;
- Experience as a manager of technical personnel;
- Experience in project management;
- Have sound working knowledge of ICAO and other relevant international requirements and agreements;
- Ability to maintain an approachable and professional profile with the industry.
- Excellent interpersonal and communications skills;

## **9 Approval:**

**Signed:** \_\_\_\_\_

**Director Safety Regulation Division**

**Date: March 2016**

**Signed:** \_\_\_\_\_

**Director Human Resources**

**Date: March 2016**