

EAST MIDLANDS AIRPORT

JOB DESCRIPTION

JOB TITLE:

Senior Airport Fire Officer

REPORTS TO:

General Manager- Operations & Fire.

TEAM:

Rescue & Fire Fighting Service

LOCATION:

Airport Fire Station

1. JOB OVERVIEW

To manage the RFFS at EMA to ensure compliance with current legislation and CAA regulation and provide effective Incident Command & Control (at a tactical level) & emergency response to all aviation related incidents.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1 To be able to take over as incident commander in accordance with National Incident Command System (NICS) when role requires.
- 2.2 Ensure RFFS operating procedures, Safe Systems of Work and Risk Assessments are up to date and adhered to.
- 2.3 Ensure all equipment is fit for use: equipment specifications are adequate for operational activity; purchase replacements within limits of authority.
- 2.4 Ensure RFFS maintenance regime is implemented
- 2.5 Develop and maintain close working relationship with local authority emergency services.
- 2.6 Develop, publish and communicate the aerodrome snow plan.
- 2.7 Ensure the Aerodrome Snow Plan is operated effectively.
- 2.8 Forecast Capex budgets and prepare submissions/justifications.
- 2.9 Forecast and justify Revenue budget.

- 2.10** Monitor Revenue budget performance and compile reports. Submit monthly salary adjustments and relevant pay awards to payroll.
- 2.11** Promote a positive image of EMA within the local community.
- 2.12** Develop working relationships with education and training providers to ensure best practice.
- 2.13** Ensure that the RFFS employees achieve mandatory standards to enable re-qualification or maintain competence through the EMA maintenance of Competency Scheme.
- 2.14** Ensure that all direct reports understand and follow HR policies regarding recruitment and selection, managing absence, discipline and grievance etc. maintain an HR function at department level in conjunction with advise / assistance from HR shared services
- 2.15** Ensure adequate resources are available to cover shift patterns.
- 2.16** Ensure adequate provision of resources and response by staff in the event of an emergency situation.
- 2.17** Review direct reports performance regularly and ensure personal development plans are in place.
- 2.18** Ensure key relationships are maintained with RFFS personnel, all other departmental managers, regulatory authorities, airlines, group SAFO's and external emergency organisations.

3. HEALTH AND SAFETY

Whilst at work the postholder will comply with his/her responsibilities conferred by Sections 7 & 8 of the Health and Safety at Work etc. Act 1974.

The post holder will: -

- Take reasonable care of the health and safety of him/her and other persons who may be affected by his/her acts or omissions at work.
- Co-operate with the Company management so far as is necessary in order that the Company can carry out its statutory duty under the Health and Safety at Work etc. Act 1974 and all relevant statutory provisions.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

- Ensure that all relevant Risk Assessment are suitable for the activities involved and are regularly reviewed.
- In addition, the postholder will comply with the more specific requirements contained within the EMA Health & Safety Policy document and Safety Management System manual

4. MAG (Manchester Airports Group) Mission

To be simply better

MAG Goals

- To operate to the highest possible standards of safety and security;
- To be a good employer – ensuring that each individual understands what is expected of them and is treated with respect;
- To provide outstanding customer service and value;
- To deliver superior financial performance;
- To simplify decision-making to continuously improve performance;
- To be a good neighbour, concerned for the community and the environment.

MAG Values

- **Colleagues.** We will value, empower and invest in our colleagues to enable them to deliver their best.
- **Customer Experience.** Our passion is service. We will anticipate our customers' needs and deliver service that will delight our customers.
- **Innovation.** Creativity is the key to business success and we will continuously challenge the status quo, simplifying processes and doing things differently.
- **Integrity.** We will strive to earn a reputation for integrity, demonstrating the highest standards of personal and professional ethics, always being open and honest and taking responsibility for our actions.
- **Social Commitment.** We will be a model of corporate citizenship, contributing to the social and economic well being of our local communities and caring for the environment.



EAST MIDLANDS AIRPORT RESCUE AND FIREFIGHTING SERVICE

PERSON SPECIFICATION

Senior Airport Fire Officer

Essential Criteria

How Measured

Qualification Requirements

To hold a current relevant fire supervisory qualification with proven Incident Command & managerial experience

Application form / CV
Employment History
Relevant qualifications

Communication Skills

Verbal:

Able to present oneself in a confident, professional and credible manner. Capable of delivering clear, concise unambiguous instructions.

Interview

Written:

Possess excellent writing skills being able to produce and formulate written reports, procedures and instructions that are clear, concise and easy to understand.

Interview

Listening:

Able to obtain and utilise relevant information by listening, questioning and conveying ideas, facts or opinions in a clear and understandable manner

Interview

Leadership skills

Possess a rational objective approach being able to remain focused at all times with the ability to make quick, clear rational decisions, and implement accordingly.

Interview

Be able to work comfortably under pressure remaining calm and focused at all times.

Interview

Demonstrate a proactive approach to challenging traditional methods and working practises to improve performance by use of innovative ideas and solutions

Interview

Team Work Skills

Able to lead a department effectively, Contributing to an environment where trust and respect is required.

Interview

Contribute to free flow ideas being able to join in with group and one to one discussions about all aspects of the fire service and any related issues.

Interview

Able to influence using appropriate skills and techniques to guide colleagues and customers to establish a mutually acceptable and beneficial solution

Interview

Core Behaviour Skills

Organised/Precise:
Methodical and efficient to produce and deliver a structured and cohesive approach to key tasks.
Able to follow, understand and interpret procedures and instructions meticulously
Demonstrate a commitment to continuous improvement of self and the development of the skills and abilities of others

Interview

Desirable Criteria

Qualified Station Managers
or above

Health and safety qualification
Minimum IOSH level.

Hold a certificate of attendance
For CAA approved Fire Service Manager/
SAFO seminar.

Attendance at courses relevant to role

How Measured

Certificate of Competence

Certificate/Qualification

CPD/Certificate

Certificate of Attendance