



Job Title – Operations Manager (Sywell Aerodrome).

Responsible to – Accountable Manager.

Role Specifics – 40 Hours per week, including weekdays and weekends on a roster basis.

Remuneration – Salary £33,280 per annum.

Role Purpose and Scope

- To act as the primary operational and licensing contact, liaising with external stakeholders and operators as required.
- To provide an effective Safety Management System in line with the Aerodrome Manual and CAA Licensing requirements.
- To provide an effective Air Ground Communications Service (AGCS).
- To provide AGCS as part of day-to-day responsibilities.
- To ensure provision of an effective RFFS and Fuel service, delegating to the Senior RFFS as required.
- To provide effective Wildlife Management.
- To provide effective financial and resource management to required budget constraints.
- To provide liaison between Accounts and Operations.
- To provide and develop a positive customer focused environment.
- To liaise and co-ordinate operational aspects of Aerodrome events.
- To carry out instructions and implement procedures as required by the Accountable Manager.

Authorities and Discretion

- Has the authority to permit, restrict or deny the movement of aircraft for reasons of safety, regulation, security, non-payment of fees or under direction of the Accountable Manager.

Role Relevant Skills

- Excellent IT skills.
- Excellent written and verbal communication skills.
- Excellent organisational skills.
- Able to develop good working relationships with team members and aerodrome stakeholders.
- Be self-motivated and able to work autonomously, manage and prioritise own time and work effectively.
- Able to work well under pressure.

Required Qualifications or Experience

- Hold a current UK Driving Licence.
- Previous Aviation Management or Supervisory experience.
- Holder of a Radio Operators Certificate of Competence (ROCC).

Desirable Qualifications or Experience

- Previous experience within an aerodrome operational or Air Traffic Service environment.
- Hold or have other aviation related qualifications or experience.