

JOB VACANCY - OPERATIONAL SAFETY AND ADMIN ASSISTANT APPLICATIONS ARE INVITED FOR A VACANCY IN AIRFIELD OPERATIONS FOR THE FOLLOWING: 1 X TEMPORARY 6 MONTH CONTRACT OPERATIONAL SAFETY & ADMIN ASSISTANT (32 HOURS)

The Airfield Operations Department performs a key role in the operation of the Airport. The wide range of tasks to be carried out will provide variety and interest within the department. Reporting to the Airfield Operations Manager the main duties are: To provide support for the oversight, management and compliance of the Airfield/ATC and its users on a day-to-day basis. To provide technical and administration support to the Operational Safety activities and Safety Management System at Humberside Airport. Liaise constantly with other airport departments, tenants, operators on a regular basis to ensure smooth running of the operation. Issuing, updating and providing technical expertise in conjunction with the Airfield Operations Manager for the update and creation of procedures such as Supplementary Instructions (SI's), Operational Advice Notices (OAN's), Notification of Works (NOW's) and Humberside Airport aerodrome manual and SMS manual. Assist the Airfield Operations Manager with the co-ordination of airport vehicle servicing, repair and record keeping. Assist with incident/accident investigation including clerical support for the Incident, Occurrence & Safety Management (IOSM) scheme. Undertake regular internal, third party and interdepartmental audits. Update and keep records for safety related training and processes such as Bird Control, Airside Driver Training, Marshalling, Safety Induction, Airside Safety Brief, Runway Incursion Awareness Course and Airside Vehicle Permit (AVP) Scheme. Manage the Control of Contractors process during Airfield Maintenance, Projects and WIP including the work permit process and oversight. Key skills required include flexibility; undertake a flexible approach to shift times and durations bearing in mind the changing nature of the business. Self-motivated, good team player, Full licence, Be numerate, Good communication skills, Ability to cope with the discipline of safety systems and record keeping, Ability to cope without supervision

To apply for this exciting position please forward a CV and covering letter explaining why you are suitable for the role to: recruiter@any-company.com or The HR Director, Any Company, Any Street, Any City, Any PO Box. Closing Date: 7th August 2014