

<b>Job title</b>	<b>Fire Service Manager – Cardiff Airport and St Athan Aerodrome</b>
<b>Reports to</b>	<b>Head of Airfield Operations</b>

## 1. Purpose and Scope

The Fire Service Manager (FSM) is responsible for ensuring the safe, effective and efficient operational output across the Cardiff Airport and St Athan Aerodrome sites in line with both EASA and CAA regulatory requirements.

Strong leadership, management and communication skills are crucial with such a large team delivering operations across 2 sites. A focus on staff engagement is paramount within all aspects of the role.

The FSM has Level 3 responsibility as part of the Safety Management System as detailed within the Aerodrome Manual and reports to the Head of Airfield Operations. The FSM has overall responsibility for the function of the RFFS at both Cardiff Airport and St Athan Aerodrome, the day to day running of the department, strategic planning, budget planning, exercise planning and management, mitigation of risk and business continuity.

The FSM will provide oversight of Third Party Income Generated activities, including ensuring relevant training facilities are maintained and where necessary developed in line with the Cardiff Airport business plan.

## 2. Key Accountabilities and Role Outputs

- Ensure safety processes and procedures are set, promulgated, implemented and reviewed within the RFFS to a level commensurate with those specific risks identified and agreed with the Airport management where appropriate, and that adequate resources are introduced/available to a level appropriate to ensure this.
- Ensure the introduction and continual maintenance of a system of reporting and record keeping, which readily identifies standards of safety and competency, and through monitoring and reviewing, overcome any areas of deficiency found.
- Responsible for maintaining the Fire Service Operating Manuals.
- Determine, communicate and ensure that clearly defined role accountabilities and responsibilities are both understood and adhered to by all personnel within the RFFS.

- Support the Head of Airfield Operations in reviewing accidents/incidents and make recommendations on remedial action where appropriate to prevent recurrence.
- Ensure a robust risk management strategy for all levels of the RFFS in place and adhered to at all times; this includes the review and amendment of Task Resource Analysis (TRA) documents to ensure safe operational output is maintained.
- Ensure strategic overview of operational procedures to ensure their safety and effectiveness.
- Prepare for and support annual, and any ad hoc, regulatory audits conducted by the CAA.
- Prepare for and support internal audits in accordance with the Aerodrome Compliance Monitoring Programme.
- Supervise and control the provision of budgeted finance to ensure the correct and effective allocation of resources.
- Review and devise contingency plans, working in collaboration with the Airfield Operations Manager and Contingency Planning Officer.
- Provide specialist support to the planning, coordination, delivery and post-exercise reporting of routine regulatory Emergency Response Exercises.
- To ensure adequate systems and facilities are available so that all Fire Service personnel receive comprehensive training in conformity to EASA, CAP168 CAP1168 and CAP699 requirements and ensure the Training Manager has all the resources readily available to manage the training programme.
- Provide strategic direction all aspects of Cardiff Airport and St Athan Aerodrome RFFS.
- Promote leadership, development and talent management throughout the RFFS.
- In line with the Cardiff Airport business plan, ensure the RFFS deliverables are communicated, monitored and achieved throughout the department.
- Deliver on budget the capital expenditure programme for each financial period.
- Deliver on budget the operational expenditure programme for each financial period.
- Explore and secure income generation opportunities in accordance with the training courses available to third parties.
- In line with HR policy promote and encourage continuous professional development for all staff.
- Form part of the on-call management cover in line with airport policy.
- Sit on all required steering groups, working groups and committees as required by Cardiff Airport directors.

The above duties are not exhaustive and the Company may require you from time to time and in exceptional circumstances to do further ad hoc duties within your capability and capacity. All job descriptions are subject to regular review

and the Company reserves the right to make any reasonable adjustments to this job description as required.

### 3. Health and Safety

It is our intention to demonstrate an ongoing commitment to improving health and safety at work throughout both Cardiff Airport and St Athan. We will comply with all requirements of health and safety legislation.

In order to do this, all staff must have a good awareness and understanding of health and safety hazards and risks that may affect themselves, passengers or other people on-site and must comply at all times with excellence in conduct, behaviour and attitude.

Senior management will ensure that:

- adequate resources are provided for health and safety;
- health and safety is adequately assessed, controlled and monitored;
- our people are actively involved in all aspects of creating and maintaining a healthy and safe working environment.
- it shall be the duty of every employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all his employees.

### 4. Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• IFTC, or equivalent, Managerial courses.</li> <li>• IFTC, or equivalent, Supervisors course.</li> </ul>	<ul style="list-style-type: none"> <li>• Breathing Apparatus instructor/supervisor.</li> <li>• Fire Appliance driver.</li> <li>• Degree or equivalent in Incident Management, Incident Investigation, Incident Command and Control or Emergency/Contingency Planning.</li> </ul>
	<b>Essential</b>	<b>Desirable</b>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years' relevant experience in a Fire and Rescue or Airfield management role.</li> <li>• Budget management.</li> <li>• Experience of utilising assets and realising opportunities for income generation.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• In depth knowledge of Fire Fighting operations and associated regulatory requirements.</li> <li>• Good understanding of the employment of Fire Fighting Tactics, Techniques and Procedures.</li> <li>• Solid understanding of Safety Management Systems and associated risk and hazard management.</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed knowledge of regulatory requirements (CAA and EASA) for RFFS, in particular CAP1168, CAP699 and CAP168.</li> <li>• Understanding of the employment of aviation/RFFS Tactics, Techniques and Procedures.</li> <li>• Good understanding of aviation Safety Management Systems and associated risk and hazard management.</li> <li>• Solid understanding of the method of carrying out fire ground calculations including area, volume and capacities</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to use Microsoft Office programs.</li> <li>• Strong verbal and written communication skills.</li> <li>• Proven leadership skills.</li> <li>• Ability to proactively build relationships and communicate with stakeholders at all levels.</li> </ul>	
<b>General</b>	<ul style="list-style-type: none"> <li>• Able to show strong leadership, engagement and influencing skills to ensure safe delivery.</li> </ul>	

	<ul style="list-style-type: none"><li>• Display strong interpersonal skills.</li><li>• Be self-disciplined.</li><li>• Self-motivated. Ability to be flexible and innovative when confronted with tasks or challenges.</li></ul>	
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**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_