



COUNCIL OF THE ISLES OF SCILLY

ROLE PROFILE

| Role Profile | | | | | |
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| Job Title | Fire Fighter/Duty Crew | Job No. (Office Use) | | Grade (Office Use) | 4 + honorarium (subject to annual review) |
| Business Unit | Chief Executive | | | | |
| Team | Airport | | | | |
| Reports to (Job Title) | Watch Managers | | | | |
| Location | Isles of Scilly | Shift Pattern | As required | | |
| DBS check required | Yes | | | | |

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| Job Purpose | <p>Working within the general direction of the Watch Managers & Crew Managers to assist in providing the necessary statutory functions in order to permit the safe operation of public transport and other flights at St Mary's Airport including providing support to the Local Authority Fire and Rescue Service (LAFRS) via the Service Level Agreement (SLA).</p> <p>To act as an integral part of the Council's Airport team and as such, working within agreed policies and procedures, making a contribution to the overall safety, security and service provision of the airport.</p> <p>Support the Watch Managers, Crew Managers and other colleagues in the airport team and other officers of the Council.</p> <p>Establish and maintain effective working relationships with the Watch Managers and Crew Managers on a one-to-one basis, in such a way as to ensure that there is understanding and clarity of the post holder's specific areas of responsibility and accountability.</p> <p>The position contributes to and supports a number of key functions including the airport emergency response, safety of airside operations, runway clearance, airfield incursion prevention including wildlife management and infrastructure & grounds maintenance.</p> |
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| | <p>Contribute to the technical and practical knowledge and experience of the operational requirements of the airport.</p> <p>Completing vehicle and equipment checks and reporting any faults.</p> <p>Assist in the provision of a fire and rescue service in the event of an emergency situation.</p> <p>Provide the Operating companies with a baggage and freight handling service.</p> <p>Contributing to the safety of all staff and customers by maintaining safe and functional airside operations.</p> <p>Contributing to the effective delivery of infrastructure and grounds maintenance ensuring that the airport operational requirements and safety are met, including cutting grass, strimming, painting and general maintenance work.</p> <p>Making an effective contribution to the overall function of the airport by providing and maintaining appropriate skills for use by the airport to its clients and customers.</p> <p>To complete all necessary training and gain and maintain qualifications in accordance with standards set by the Civil Aviation Authority.</p> |
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| <p>Autonomy and Accountability</p> | <p>Working within an operational and regulatory framework which governs the management and administration of airports and similarly local authorities.</p> <p>The work will be guided by established procedures in respect of service delivery. Escalation to Senior Officers and/or Managers will be necessary where established procedures or case precedents do not exist. Recommendations and, within agreed delegated authorities, decisions are required which are not bound by formal procedures and may include those relating to areas of technical responsibility, incident resolution, safety and risk management.</p> <p>Responsible for decision making on a broad variety of matters within own work area, ensuring that in making decisions a range of options are explored and that risks and resource implications are taken full account of.</p> <p>Balancing of competing priorities arising from the delivery of a diverse and sensitive work area in which safety must prevail.</p> <p>Managing risk driven work within a challenging and often fluid environment. Assimilating and analysing information/intelligence from a range of sources. This may involve seeking advice from the Airport Management Team which includes Watch Managers.</p> <p>Seeking out creative and practical options to resolve issues, within the regulatory constraints of public service.</p> |
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| Relationships and Communications | <p>Interpersonal and communication skills are required to build and maintain good working relationships with external organisations (including Operators), customers, elected Members, Council Officers and the community.</p> <p>Maintain technical skills and relationships with service providers to the airport.</p> <p>Represent the Council in a professional manner to Airport customers, passengers and the community as a whole at all times.</p> |
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| Management of Resources | <p>Contribute towards the delivery of core Airport and Council services.</p> <p>Due to the unpredictable nature of airport operations, the role involves ensuring that the individual responds to organisational changes in a way that does not compromise safety or operational viability and that the performance of the airport, through the delivery of customer orientated services, are maintained.</p> <p>Strong motivational drive and enthusiasm is required.</p> |
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| Working Conditions and Demands | <p>Prioritise conflicting demands whilst placing rescue, fire & rescue and safety at the forefront.</p> <p>Ensure that appropriate protective clothing is available to meet the demands of working in the airport environment.</p> <p>Respond to the flexible workload at different stages of the year.</p> <p>Handle commercially sensitive/protected information and data in accordance with the Data Protection Act and GDPR.</p> |
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| Experience, Knowledge and Qualifications | <p>Essential</p> <ul style="list-style-type: none"> • Current Full UK driving licence or licence to be obtained within 12 months of commencement of role (please note: appointment of position is conditional on passing driving test for applicants without a current licence.) • Qualified Firefighter or willing to undertake training to obtain qualification • GCSE's in English and Maths, grades A-C or equivalent • Excellent communication skills • High levels of customer care are required when dealing with abusive or difficult clients. • Ability to meet the medical standards and operational demands required by the Civil Aviation Authority. |
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| | <ul style="list-style-type: none"> • Relevant professional qualification or equivalent experience. <p>Desired</p> <ul style="list-style-type: none"> • First Aid Certificate desirable • Awareness of operating a variety of machinery • Experience of operational delivery in a risk centered environment. • Trailer towing licence (category BE) or willingness to obtain licence as required by operational demand/requirements |
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| <p>Corporate Standards</p> | <ul style="list-style-type: none"> • In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council’s constitution and its policies and procedures. • Work within the requirements of the Council’s Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the corporate equalities policy and relevant legislation. • Observe and comply with corporate standards of dress. |
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