Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the job.

Job Title:	Deputy Airport Manager		
Job Family:	Chief Executive	**Salary Grade:**	
Service:	St Mary's Airport		
Political Restriction:	Na		
Primary work location(s):	St Mary's Airport		
Working hours:	37 p/w	**Standby duties:**	Yes
Working pattern	Rota		
Managed by:	Airport Manager		
Line manager for:			
Financial accountability	Na		
Date last reviewed:	October 2026		
Approved by (Director):	RA		

Role Purpose:
As a Senior Officer of the Isles of Scilly Airport team, assist the Accountable Manager and deputise for the Senior Officer: Airport Manager/Air Traffic Services Manager (ATSAM) in providing strategic direction, leadership, and operational oversight to ensure the delivery of a fully compliant, safe, cost effective, resilient and customer-focused airport operation. This includes the continual development and assurance of exemplary and improving standards of compliance, safety, security and service across all air traffic, airside and aerodrome activities. Working within the general direction of the Senior Officer: Airport Manager/ATSAM, assist in fulfilling all statutory and regulatory functions necessary to permit the safe, orderly and expeditious operation of public transport and other flights at St. Mary's Airport, including the effective implementation, maintenance and continuous improvement of integrated Safety Management Systems covering air traffic services, airside operations, and aerodrome safety. Establish and maintain an effective and collaborative working relationship with the Senior Officer: Airport Manager/ATSM through regular one-to-one engagement, ensuring clarity of responsibility, accountability, and delegated authority across air traffic, safety, and operational functions, and providing continuity of leadership in their absence. Provide appropriate professional and technical advice and support to the Senior Officer: Airport Manager/ATSM by:

- providing advice and assurance to ensure compliance with all published regulatory requirements relating to the notification of change, installation, modification or decommissioning of airport facilities, equipment and procedures;
- maintaining, reviewing, and continuously improving the ATS Unit and Aerodrome Safety Management Systems, associated Departmental Instructions, and safety assurance processes, including auditing, inspection, hazard identification and risk management systems;
- monitoring, interpreting and escalating impending changes to legislation, CAA requirements and industry best practice, and advising on the operational and strategic impact for the airport;
- leading on the identification, assessment and mitigation of operational and safety risks, ensuring that hazards are effectively managed and intolerable risks eliminated or controlled;
- in the absence of the Senior Officer: Airport Manager/ATSM, undertaking those functions necessary to maintain safe, orderly and expeditious air traffic control and aerodrome operations, including safety oversight and incident management;
- acting in a supporting leadership capacity by providing technical expertise, guidance and decision-making support, and ensuring the continued safe operation and welfare of airport users and staff.

Maintain an effective working relationship with the Civil Aviation Authority (CAA) by:

- assisting in the management and compliance assurance of air traffic service equipment, navigation aids and aerodrome facilities to ensure they meet all technical, operational and physical safeguarding requirements of the CAA and are properly maintained to the CAA requirements;
- supporting the planning, preparation and successful delivery of CAA audits and inspections (including ATE and ATC audits), ensuring all documentation, records and safety evidence are current, accurate and available;
- ensuring regulatory reporting obligations, including Mandatory Occurrence Reporting (MOR), are met and that safety data is analysed and used to improve operational performance.

Promote and embed the use of the ATS Hazard Reporting System and Aerodrome Safety Occurrence Reporting Systems to ensure that hazards, incidents and safety concerns are identified, reported, investigated and addressed in a proactive and timely manner, and assist in the preliminary investigation of safety occurrences, including assessment of ATC involvement and, where necessary, liaison with the CAA to determine appropriate corrective action and organisational learning.

Complete all administrative, operational and safety-related duties necessary to ensure the effective and efficient running of the ATC unit and wider airside operation, including the preparation of rosters, leave management, documentation control, audit readiness, and the compilation, validation and dissemination of operational information such as NOTAMs, safety

reports and inspection records, ensuring that all documentation is current, compliant and readily available at operational positions.
Take a leading role in supporting, developing and promoting a positive safety culture and a high-performing team environment across all airport functions, ensuring effective collaboration, open communication, and shared responsibility for safety and service delivery among all staff and stakeholders working at or using the airport.
To act as a Senior Officer of the Council and contribute to the overall aims and objectives of the Authority, ensuring that all duties are carried out in accordance with agreed policies, procedures, regulatory requirements and the highest standards of professional, operational and ethical conduct.

Accountabilities:

Key CAP700 Duties (In liaison with ATSAM)

Airside safety management and flight safety

- Maintain and contribute to the continuous improvement of a Safety Management System (SMS) to control airside safety risks affecting staff, passengers and aircraft.
- Manage safety auditing and operational inspection programmes, including analysis of findings and implementation of improvements.
- Ensure airside operations and planning comply with aerodrome safety policies and regulatory requirements.
- Manage the safe interaction of aircraft servicing, ground handling and other airside activities. Including using and developing systems to monitor and assess the safety performance of organisations working airside.
- Develop and deliver training for internal and external personnel operating airside.
- Manage processes for reporting, investigating and closing accidents, incidents and emergencies, including Mandatory Occurrence Reporting (MOR) to the CAA and trend analysis of safety data.
- Contribute to Airside Safety Committee to oversee safety performance and improvements.

Risk Assessment and Control

- Maintain and develop risk assessment processes within the SMS. Including; identifying hazards, evaluating risks and implementing appropriate control, mitigation measures and reviewing and updating risk assessments as appropriate.
- Eliminate or reduce intolerable risks and monitor the effectiveness of control measures.

Safety Management and Human Factors

- Promote and embed a positive safety culture, encouraging open reporting and continuous improvement.
- Incorporate human factors into the design of systems, procedures and operational practices.
- Build and maintain effective working relationships across teams and stakeholders.

Runway Safety

- Deliver runway safety campaigns and awareness initiatives.
- Identify and mitigate runway incursion hotspots.
- Review and maintain airfield signage, lighting and markings to minimise risk.

- Implement relevant industry guidance including GAPPRI and GAPPRE recommendations.

Airfield Works and Inspections

- Oversee safe management of airfield works in progress including ensuring accurate promulgation of aerodrome status and operational conditions.
- Inspect and monitor works and ensure contractor control measures and safety briefings are in place.
- Ensure regular airfield inspections are completed in line with certification or licence requirements and record inspection outcomes.
- Maintain clear procedures for inspections, including communication protocols and RT procedures.

Airside Vehicle and Apron Operations

- Ensure all airside vehicle incidents and accidents are reported, investigated and resolved.
- Maintain systems for airside vehicle fault reporting and documentation.

Contaminated Runway and Winter Operations

- Supervise procedures for runway contamination assessment and reporting (GRF) as well as training staff in contamination assessment and reporting processes.
- Ensure dissemination of runway condition information via ATC systems (RTF, AFPex, SNOWTAM).
- Maintain and analyse data on runway contamination and revise procedures as required.

Wildlife Hazard Management

- Review the wildlife hazard management plan, including habitat control.
- Assess and manage bird strike risks using available data and intelligence, and communicate wildlife risks to relevant stakeholders.
- Train staff in wildlife control measures.

Integration of Mixed Aircraft Operations

- Develop procedures for safe integration and separation of different aircraft types and operations. Including managing potential conflicts between activities and defining priorities and restrictions.
- Establish emergency procedures for mixed operations.

Low Visibility and Night Operations

- Develop, implement and monitor Low Visibility Procedures (LVPs) in coordination with ATC and the CAA.
- Ensure staff are trained and procedures are effectively communicated and applied.

Aviation Fuel Safety

- Ensure safe fuel storage and handling practices by 3rd party fuellers, including misfuelling prevention systems.
- Manage and report fuel spill incidents in line with regulatory and environmental requirements.

Autonomy and Accountability

- Exercise responsibility for decision-making across a broad range of operational, safety, and regulatory matters.
- Deputise fully for the Senior Officer: Airport Manager/ATSM when required, ensuring continuity of safe and compliant operations.

- Ensure all decisions consider risk, safety implications, regulatory compliance, and resource impact.
- Maintain accountability for:
  - Safety Management System effectiveness
  - Airside operational safety and compliance
  - ATC operational delivery and standards

Relationships and Communications

- Maintain strong working relationships with:
  - Senior Officer: Airport Manager/ATSAM (through regular one-to-one engagement)
  - Civil Aviation Authority (CAA)
  - Internal operational teams and external stakeholders
- Provide professional technical advice on regulatory compliance, operational changes, and safety matters.
- Promote open reporting cultures, including hazard and occurrence reporting systems.
- Communicate safety-critical information clearly across:
  - ATC
  - Airside operations
  - Contractors and stakeholders
- Engage effectively with elected members, partner organisations, and the local community.

Management of Resources

- Lead and develop teams to achieve operational and safety objectives.
- Set clear performance expectations and monitor delivery.
- Manage and prioritise resources effectively in a complex operational environment.
- Drive continuous improvement in service delivery and safety performance.
- Foster a collaborative and high-performing team culture.

Working Conditions

Safety-critical aviation environment requiring operational decision making, regulatory compliance, inspections, outdoor working, emergency response and sustained concentration.

- Operates in a high-pressure, safety-critical environment with competing priorities.
- Requires flexibility to balance:
  - Strategic leadership
  - Operational ATC duties
  - Incident response and regulatory demands

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within the Council's Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☒ Significant use of computers (display screen equipment)	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. driving own private vehicle or CIOS vehicle)
☐ Working at height/ using ladders on a regular/ repetitive basis	☒ Restricted postural change – prolonged sitting
☐ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☒ Night work	☐ Regular/ repetitive bending / squatting / kneeling / crouching
☒ Rotating shift work	☒ Working on/ or near a road
☐ Manual cleaning/ domestic duties	☐ Regular work outdoors
☐ Undertaking repetitive tasks	☒ Continual telephone use
☐ Work with children or vulnerable adults	☐ Provision of personal care on a regular basis
☐ Working with challenging behaviours	☐ Potential exposure to blood or bodily fluids
☐ Work involving food handling	☐ Face-to-face contact with the general public
☐ Regular work with skin irritants/ allergens	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work requiring hearing protection (exposure to high noise levels)

☐ Work with waste, refuse	☐ Work with vibrating tools/ machinery
☐ Other (please specify): Safety-critical aviation environment requiring sustained concentration, incident response, emergency preparedness, regulatory inspections and operational decision making.	

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Knowledge, skills and experience	Essential /desirable	Assessment Method
Knowledge of CAA regulatory framework and aerodrome licensing requirements	Essential	A, I
Knowledge of airport operations and airside safety management	Essential	A, I
Knowledge of Safety Management Systems and risk management principles	Essential	A, I
Experience of regulatory compliance and audit processes	Essential	A, I
Experience of incident investigation and corrective action management	Essential	A, I
Experience of operational leadership within a safety-critical environment	Essential	A, I
Ability to analyse operational risks and make sound decisions	Essential	A, I
Experience within aviation or aerodrome operations	Essential	A, I
Professional aviation or safety management qualification	Essential	A, I, D
Project management and service improvement experience	Desirable	A, I

Behaviours/values	Essential /desirable	Assessment Method
Demonstrates visible safety leadership	Essential	A, I
Demonstrates accountability and sound judgement Promotes diversity, inclusion and respect	Essential	A, I
Champions continuous improvement and innovation	Essential	A, I
Acts with integrity and professionalism Builds positive working relationships	Essential	A, I

Builds positive working relationships	Essential	A, I
Delivers excellent customer service	Essential	A, I
Acts with integrity and professionalism	Essential	A, I

Other requirements	Essential /desirable	Assessment Method
Ability to work flexibly to meet operational requirements	Essential	A, I
Ability to attend emergency incidents outside normal office hours when required	Essential	A, I