



## Job Description

HR-013

Post Title:	Senior Airport Safeguarding Officer		
Salary Range:	Negotiable Depending on Experience		
Responsible To:	Airport Planning Manager	Staff Managed:	N/A
Draft at this Stage:	No	Date of Issue	01 December 2024

### Job Description

#### Responsibilities

#### Job Purpose

The Senior Airport Safeguarding Officer will undertake the following:

- Work as part of the safeguarding team to manage the safeguarding process and ensure compliance with the licence or certificate for a particular airport.
- Manage initial assessments of Customer Airport's planning applications or other safeguarding consultations.
- Provide support and guidance to Airport clients by undertaking initial high-level assessments, determining whether further specialist technical assessments are required and, where appropriate, commissioning this work.
- Liaison with Airport clients and/or developers regarding safeguarding assessments that are determined necessary.
- Deliver periodic reports of all work undertaken for the customer.
- Maintain a degree of professional separation between the Airport Safeguarding Ltd (ASL) and the Cyrrus Technical and other Safeguarding teams.
- Ensure ethical boundaries are not crossed and the Company values and integrity is not compromised.
- An awareness of ISO 9001:2015 Quality Management System (QMS) best practice.
- Responsible for the timely delivery of aviation assessments in conjunction with the relevant consultant and project team.
- Developing reports, assessments and assisting with technical analysis.



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HR-013

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#### Responsibilities

The Airport Safeguarding role ensures that Airport Clients receive a quality service that is almost seamless when set against the alternative of the Airport Company undertaking the management of planning applications and referrals directly.

The role is responsible for:

- Undertaking initial, high-level airport safeguarding reviews and determining the need (or not for further referral).
- Where referral is determined necessary, liaising with the Airport Planning Manager to establish when / where the referral can be accommodated and (where this cannot be adequately accommodated within the timescales required by the planning process, identifying alternative organisations to sub-contract the work.
- Ensuring safeguarding processes for the management and assessment of client airports planning application and other planning referrals are followed as desired by the contract requirements.
- Follow the protocols for responses with Airport clients (whether directly on behalf of the airport straight back to the referrer, or back via the Airport (this may depend on the classification of response).
- Ensure effectiveness of the operation of the Airport Planning and Safeguarding systems.
- Production of regular client summary reports and client liaison.
- Liaison with Technical Safeguarding specialists within Cyrrus including IFP Designers to provide feedback on services received and ideas / opportunities to make improvements.
- Ensure compliance with the latest UK CAA regulatory documentation and requirements for the safeguarding activity and aerodrome development.



## Job Description

HR-013

### Competency Skills

#### **MANAGEMENT OF AERODROME PLANNING APPLICATION REFERRALS / SAFEGUARDING**

- Establish and maintain contact via the safeguarding consultation process with all local planning authorities within 15-km for all developments and 30-km for wind farms on behalf of the airports under contract with Cyrrus Limited/Airport Safeguarding Limited (ASL).
- Ensure that developments both on and off the Aerodrome meet appropriate Aerodrome certification, planning and other legislation, where the safety of operations are affected.
- Ensures that all planning applications on which each airport is consulted are responded to within the specified timescales from LPA (usually 21 days).
- Provide safeguarding advice during consultations with developers, local councils, and third-party clients to ensure that local developments do not affect the safety of airport's operation.
- Assess proposed developments against safeguarding criteria, including Aerodrome licensing requirements, safeguarding of all obstacle limitation surfaces and initial Instrument Flight Procedures (IFP) assessment, navigational aids, wildlife hazard within the 13-km bird hazard circle, lighting schemes, obstruction lighting, line of sight from Air Traffic Control (ATC) and any impact to Rescue and Firefighting activity.
- Recommend further specialist assessment for IFPs, wildlife hazard management, CNS equipment specialist assessments.
- Assess temporary obstacles such as cranes assessments, when they are as part of the contract and issue crane permits in line with CAA guidance.
- Ensure that processes needed for managing the assessment and response to Airport Planning referrals are established, including suitable database or Excel spreadsheet, where appropriate.
- Ensure systems follow best practice and Regulatory guidance including CAP 738 and CAST Safeguarding Advice Notes, whilst promoting efficiency to ensure that the company derives profit from the services provided.
- Support training and mentoring of new administrative and support staff to support the Aerodrome Planning / Safeguarding service delivery.
- Compile monthly client reports summarising planning application responses and referrals.
- Demonstrate competency in the use of specialist computer modelling and simulation tools:
  - Develop CAD drawings in support of project requirements.
  - Use of Geospatial Data Management System (GDMS) software.



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HR-013

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#### SERVICE DELIVERY

- Write reports for clients and deliver presentations.
- Any other associated administrative support task where you are deemed to have the suitable qualifications, and skill sets to provide a satisfactory result.

#### Skills & Knowledge

- A minimum of 5 years' relevant experience within the Aviation industry.
- A good understanding of Aerodrome Safeguarding processes and the regulatory requirements. (ICAO/UK)
- A good understanding of UK planning law.
- Good numerical and statistical skills.
- Ability to prioritise workloads and work to deadlines.
- Commitment to customer and supplier Care.
- Excellent communication and presentation Skills (Written and Oral).
- Ability to develop solutions as well as identify problems.
- Attention to detail & accuracy.
- Good Computing Skills (Software) including Microsoft 365 and Safeguarding software tools (GDMS, IFP tools, Google Earth).
- AutoCAD skills – able to produce drawings or use software for safeguarding purposes.
- Ability to Work on own Initiative without close Supervision.
- Ability to analyse documents and define action plans to resolve the issues working with key staff within Airport Safeguarding Ltd (ASL) & Cyrrus.
- An understanding of ISO 9001:2015 standards and the work required to meet standards.

#### Qualifications and Experience

- Degree (Aerospace Engineering or equivalent qualification) or similar in aviation related discipline
- Airfield Characteristics (ICAO Annex 14, CAP 168, UK CAA ADR 139/2014)
- Knowledge of CAA and ICAO publications relevant to safeguarding activity and licensing criteria for airports, including UK CAA ADR 139/2014, CAP738, CAP 772, CAP 781, CAP785(b) & CAP1096 or other relevant regulatory standards.
- Experience of Aerodrome Safeguarding at a UK (CAA-licensed or EASA certificated Aerodrome) is desirable.



## Job Description

HR-013

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#### Occupational Skills

- Self-motivated.
- Able to demonstrate a customer service focus.
- Ability to manage own workload and deliver on multiple projects/tasks simultaneously, as well as working as part of team.
- Organised approach to the work.
- Attention to detail.
- Presents data/information in an accessible, clear format suitable for a varied audience.
- Provide technical reports, research, and associated documentation in a timely manner and to a professional standard.

#### Other Requirements

- Honesty and integrity.
- Outgoing, Enthusiastic and Self Motivated.
- Team Working ethic but also able to work alone.
- Excellent Interpersonal Skills.

#### Quality Management System (QMS) Requirements

#### Environmental Management System (EMS) Requirements

The role will aim to gain a good understanding of:

- Operating within a clearly defined QMS/EMS.
- Adhering to company policies and procedures.
- Promotion of Customer Focus.
- Assimilating customer requirements into clear plans and solutions
- Managing the efficient use of resources to meet requirements.
- Promoting continuous improvement throughout Company operations.
- Assuring the integration of the QMS into the organisation's business processes.
- Promoting the use of a process-driven approach and risk-based thinking.
- Ensuring that the resources needed for the QMS to function effectively are made available.
- Communicating the importance of effective Quality and Environmental management systems.
- Ensuring that the QMS/EMS achieves its intended results.



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HR-013

### Job Description

#### Customer Service

Offer the best level of service to customers and behave in a way that gives them confidence in our capability. Customers will be treated as individuals, with respect for their diversity, culture and values.

#### Data Protection (GDPR)

Comply with the Cyrrus policies and supporting documentation in relation to GDPR and Confidentiality.

#### Health and Safety (H&S)

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety, and welfare within the working environment.

#### Equalities

- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement.
- Commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect, human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

#### Flexibility

Cyrrus provides front-line services which recognises the need to respond flexibly to changing demands and circumstances. Whilst this outline job description provides a summary of the key aspects of the role, this may need to be adapted or adjusted to meet changing conditions. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Cyrrus Policies and Procedures and be willing to serve extended period away from the office commensurate with project requirements.