

Management Profile

Title:	Director, Airside Operations and Safety	Category:	Excluded
Reports to:	VP Operations	Group:	Operations

Purpose

The Director, Airside Operations and Safety leads, directs and oversees the day-to-day performance of all aspects of the Victoria Airport Authority's (VAA) airside and safety operations, systems and services, ensuring compliance with standards and regulatory requirements. The Director interprets the VAA's strategic priorities, conducts operational planning and defines the policies, procedures and performance standards that guide all aspects of airside operations and safety. The Director is relied upon as a key member of the management team to ensure the continuous operation of these critical systems and services which are integral to airport operations. The Director manages relationships with a wide network of stakeholders and leads a multidisciplinary team of employees.

Accountabilities

1. Provides advice and recommendations regarding all aspects of the Victoria International Airport airside operations and safety, systems and service including: airside operations, airside and groundside maintenance (e.g. winter maintenance: de-icing; electrical), Safety Management System, emergency response, wildlife management, and ensuring regulatory compliance and corporate operational and safety objectives are achieved.
2. Interprets the VAA's strategic priorities and leads the development and implementation of:
 - a. Business and operational planning (e.g. business continuity/disaster recovery planning) to ensure airside operations and safety assets and services are responsive to operational realities, resilient to emerging threats and anticipate VAA's future requirements.
 - b. Policies, procedures and standards to guide operations and manage performance including: risk, security and safety dimensions.
3. Leads, directs and oversees day-to-day airside operations and safety systems and services ensuring compliance with performance standards and regulatory requirements.
4. Leads and directs research and analytical projects to evaluate strengths, weaknesses, opportunities and threats and develops strategies to advance objectives.
5. Leads and directs or manages capital/operational projects and initiatives to improve performance, introduce new functionality, expand capacity and/or address threats or opportunities.
6. Manages relationships with key internal/external stakeholders, clients, service providers, partners, stakeholders, industry contacts, local governments and others to collaborate on operational objectives of mutual interest, apply influence, negotiate agreements, resolve issues and advance VAA priorities.
7. Leads and manages the development and oversight of operational and capital budgets.
8. Leads, contributes to and oversees the enhancement of the positive corporate culture within the VAA, and the reputation of the VAA within the community, sector, and industry.

9. Leads, directs and supervises a multi-disciplinary team of employees, manages performance, makes hiring/discipline/dismissal recommendations, and allocates resources.
10. Prepares and/or contributes to reports, statistics, presentations, communications materials, training programs and other media.
11. Maintains expertise in airport management trends, best practices, operations and systems.
12. Conducts other related duties.

Job Requirements

Education:

- Degree in aviation management, business administration, operations management or equivalent discipline, and seven years of recent, related experience*; OR
- A minimum of ten years of recent (within the past twelve years) related experience* in a similar role.

*Recent, related experience must include:

- Experience leading and managing airside safety and maintenance operations, including at least five years' supervisory experience.
- Experience conducting business/operational and risk mitigation planning.
- Experience managing multiple projects, programs and systems.
- Experience managing capital and operational budgets and overseeing contracted services.

Other requirements:

- Must be eligible to work in Canada.
- Must be able to obtain and maintain Enhanced Airport Security Clearance as a condition of employment.
- Must be willing to work outside normal work schedule to meet operational requirements.

Knowledge of:

- Industry standards, best practices and security, safety, risk management and regulatory requirements related to all aspects of airport security and terminal operations and related infrastructure, systems, operations and performance standards.
- Expert knowledge of Canadian Aviation Security legislation, regulations and standards.
- Issues, trends and challenges related to the management of airside operations and safety.
- Operations management, business/operational planning and risk management.
- Financial management, procurement and contract management.
- Human resource management.
- Business English.

Skills and abilities:

- Oral and written English communication skills, presentation skills and attention to detail when communicating. Able to communicate complex technical concepts in a manner that can be understood by the audience.
- Leadership skills and the ability to provide inspirational leadership.
- Ability to manage multiple priorities and consistently produce results within timelines.
- Analytical, problem solving and judgement skills.
- Conflict management, negotiation and issues management skills.
- Project management skills.

- Ability to develop and maintain positive working relationships with employees and a wide network of internal/external contacts.
- Supervisory skills and the ability to manage performance, provide coaching, motivation and corrective action when necessary.
- Ability to use a variety of information technologies and standard office and operation-specific software applications.

Approvals

Prepared by:	M. Cooper / K. Gallant	Date:	August 2018
Approved by:	K. Gallant	Date:	August 2018