

Cranfield Airport Operations Limited

Job Description & Person Specification

Section 1 Role Overview

Job title:	Firefighter – Operations
Vacancy reference:	5405
Company:	Cranfield Airport Operations Limited
Job type:	Full time Permanent
Hours of work:	40 hours per week - worked to an agreed shift pattern that will include some weekend working
Salary details:	£28,935 per annum
Line Manager:	Filippo Pragliola, Fire Service Manager
Start date:	As soon as possible

Section 2

About Cranfield Airport Operations Limited

Cranfield Airport is a busy commercial and GA airport situated in Class G airspace situated between Bedford and the City of Milton Keynes, convenient for the M1 corridor, London and the South Midlands and is the home base to many corporate and private aircraft owners. The airport has a 1800m runway which can accommodate business jets such as the Falcon, Gulfstream and Boeing Business Jet, which currently do not require runway slots.

The airport provides facilities including ILS, GNSS and NDB approaches and dual DME let down procedures, 100LL and Jet A1 fuel, Air Traffic Control (Aerodrome and Approach) and fire-fighter Rescue and Fire Fighting Service. Air Traffic Control (Aerodrome and Approach Control) is provided seven days a week, during Airport operating hours.

Currently operating 08.00 – 18.30 Monday to Friday (09.00 – 18.00 Saturday, Sunday and Public Holiday), the airport has annual movements of circa 35,000 that includes business and executive jets, general aviation and rotary wing operations, and has an annual turnover of £1.5m per annum.

The airport is wholly owned by Cranfield University, who operate several aircraft of their own, including the National Flying Laboratory Jetstream or 'flying classroom'. In addition to this, the university, in particular Cranfield Aerospace also carries out extensive research and design and test work for industry and the Ministry of Defence. The airport is also home to the Metrological Office's BAe 146 Aerial Research Aircraft.

It is home to a number of companies involved in training, maintenance and engineering including Avalon, International Aerospace Engineering, and Cranfield Aerospace (a 100% Cranfield-owned Company which carries out extensive work globally in research, design and testing for industry and defence agencies).

The airport benefits from the wide range of facilities available on the university campus, everything from leisure facilities and food outlets to educational resources.

Development Plans

The University is committed to finding and working with a partner to develop a big future for Cranfield Airport. This partnership will bring major capital investments and upgrades in equipment and operations to prepare it for a major future in business aviation. These include: -

- Runway resurfacing
- Replacing the ILS
- Re-aligning and resurfacing taxiways and installing LED lighting and signage
- Relocating the Air Traffic Control Tower and Fire & Rescue Service.
- Fire & Rescue to CAT 6 cover during standard operating hours
- Radar

This is a key point in the history of Cranfield Airport as it steps up to play a greater role in the development of its sub-region, acting as a business aviation portal for the M1 corridor, 'Oxford to Cambridge Arc' and the growth in knowledge intensive business planned for Milton Keynes.

www.cranfield.ac.uk

Section 3

Job Details

Job Purpose

This role brings together the traditional roles of Fire Fighter / Airside Operations and Ramp Operator in one role which reflects the size and complexity of Cranfield Airport to provide resilience and a varied working environment for the individual. The role will have two key functions as follows:

- To support the Airport undertaking operational duties as required and in the safe maintenance and operation to oversee security needs and help in enforcement of rules and regulations on the Airport to keep the Airport functioning in accordance with regulations and to ensure that it remains compliant in relation to the Aerodrome Safety Management System, Manuals and Policies.
- To provide and assist in the provision of the Airport Fire Fighting Service to protect the safety of passengers, aircraft, property, and employees, by promoting awareness of fire and its danger, as well as responding quickly and safely to Aircraft or Domestic Incidents as required by Civil Aviation Authority (CAA) regulations and or European Aviation Safety Agency (EASA) regulations as applicable.

Key Deliverables

	Description of Deliverables	% of time
1	The Airport Fire Service is expected to be in constant state of readiness, in order to respond as quickly as possible to aircraft accidents and/or incidents safely in order to create maximum opportunity for saving life. To assist in airport premises or property evacuation in the event of an incident. Working at height duties. Achieving and maintaining competence in all key Fire Fighter roles. Responding to all emergency situations within airport licensed areas.	25%
2	Conduct daily checks and serviceability status / documentation for equipment to ensure a state of readiness, including cleanliness, repairing and testing as required to approved standards and procedures. To undertake checks on emergency resources provided for fire service use. Maintaining personal training and competence records. Assist in training and support of other crew members.	25%
3	Routinely take part in continuous training and learning programmes by attending lectures, exercises, simulated incidents, practice drill sessions and other forms of training to achieve and maintain competence levels, in the context of assessments, in line with CAP 699 and National Occupational Guidance. This includes becoming trained in other areas of the business to provide more organisational resilience, such as refueling.	20%

4	Maintain a level of personal fitness necessary to carry out all the duties of a Firefighter. The Firefighter role is a physical one and a level of fitness in terms of muscle strength and in particular aerobic fitness is a requirement. Attending and achieving competence at IFTC for all mandatory courses. Carrying out mandatory assessments applicable to the role.	10%
5	Carry out watch keeping duties as direct which may include but are not limited to the following:- • General airfield and administration duties (for which the general Microsoft office suite of programmes will be used i.e. Word, Excel, Powerpoint, Publisher). • Vehicle serviceability status and documentation. • Maintaining compliance with the AOIs, Manuals, Policies and Procedures of Cranfield Airport. • Maintain Customs, Immigration and Special Branch procedures. • Operating the airport landing fees procedures. • Aerodrome inspection duties. • Handling Department (as required). • Ensuring the business jet hangar is kept clean and tidy. • FODBUSTING of the movement areas. • Wildlife Hazard Management duties. • Assisting the Airport Manager for Airport Safeguarding. • Assisting the Airport Manager with Control of Contractors including escort duties. • Winter Operations duties. • Aircraft Marshalling. • Grass management. • Airside Driver Training / Promotion. • General airport maintenance / tasks as directed. • Building Evacuations for University / Airport Properties.	10%
6	To practice and promote the Health and Safety policies of the Airport Safety Management System (SMS). Support the organisation in Safeguarding and Control of Contractors and Operators to ensure the development, progression of Health & Safety within the sphere of responsibility of this job description, and the Health and Safety of all employees and customers.	5%
7	Carrying out other necessary airfield duties such as, but are not limited to, wildlife control duties, grass management, winter operations, aircraft marshalling, training of contractors and third parties in airfield safety procedures, FOD bossing, Aerodrome Inspection duties and general low key airport maintenance/ tasks as directed.	5%

Please be advised that the percentages allocated for the key deliverables may be adapted to take into account the needs of the Airport.

Section 5

Am I suited to this role?

Criteria	Essential	Desirable
Education / Qualifications	Standard of general fitness to allow you to pass a Fire Service Medical and required fitness tests.	GCSE's obtained including Math's and English (or equivalent). A current Firefighter/or Higher Certificate of Competence issued by an Approved Training Provider. First Aid at Work or equivalent.
Experience	Able to demonstrate experience of working within a team context. Able to demonstrate practical experience of working in a customer focused role where the ability to respond to changing demands and the delivery of a professional service are key.	Previous experience or knowledge gained whilst working in the Aviation Industry. Previous experience in Operations and/or Fire Service environment. Holding a firefighter rank.
Knowledge	Proficient in the use of Microsoft programmes e.g. Word, Outlook, Excel. Knowledge of CAA regulations. Understanding of aviation fuel systems and associated risks. Understanding the specific risks involved in aviation Fire Fighting Familiarity with airport operations and regulations.	Previous experience of working with Safety Management Systems.
Skills / Aptitudes	Effective written and oral communications skills. Able to demonstrate the ability to pass Airside Driving Permit test. Proven planning and problem-solving skills.	

	Ability to follow instructions and then work on your own initiative when necessary. Self-motivated, punctual and able to demonstrate effective time management skills. Able to maintain equipment and resources for operational readiness.	
Other	Multi-tasking abilities. Good attention to detail. Full UK Driving License. High level of integrity and professionalism. Ability to remain calm under pressure. Willingness to work in various weather conditions and during irregular hours, including nights, weekends, and holidays.	