

<b>SKILLS FRAMEWORK FOR AIR TRANSPORT</b> <b>SKILLS MAP – AIRSIDE OFFICER</b>			
<b>Sector</b>	Air Transport		
<b>Sub-Sector</b>	Airport		
<b>Track</b>	Airside Operations		
<b>Occupation</b>	Airside Operations Professional		
<b>Job Role</b>	Airside Officer		
<b>Job Role Description</b>	<p>The Airside Officer identifies and clears hazards on runways and taxiways. He/She allocates baggage belts and suitable parking stands for aircraft. He also provides flight information updates and performs flight matching and towing coordination activities. Furthermore, he enforces compliance of safety and/or security standards at the airside by carrying out routine inspections and investigating root causes of breaches in safety and/or security policies.</p> <p>The Airside Officer possesses a good knowledge of aerodrome and airside safety Standard Operating Procedures (SOPs). He is also adept in using software such as Gate Management System (GMS), Long-Range Radar and Display System (LORADS) and other operational systems for managing stands allocation. He works in shifts and has an Airside Driving Permit (ADP) to operate vehicles at the airside. He is medically fit with good hearing and eyesight. In addition, he has excellent communication and stakeholder management skills to work with stakeholders at the airside effectively.</p>		
<b>Critical Work Functions and Key Tasks / Performance Expectations</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>	<b>Performance Expectations (For legislated / regulated occupations)</b>
	Manage airside ground operations	Handle emergency incidents at the airside	In accordance with:  Singapore Qualified Driving Licence (Class 3) and Airside Driving Permit (ADP)
		Operate vehicles at the airside including runways and taxiways	
		Identify and clear hazards on runways and taxiways using specialised systems	
		Operate surface friction test vehicles to conduct friction testing	
		Administer baggage belt allocations	
		Administer baggage recovery exercises	
		Update affected stakeholders regarding baggage delays	
		Prepare reports to issue fines for breaches of airside policies	
	Conduct checks to ensure closures adhere to approved standards		

	Administer airside maintenance activities	Operate specialised vehicles and equipment to adhere to safety and performance standards in the airside		
		Conduct routine inspections on airside facilities to ensure functionality		
	Manage stands allocation and planning	Coordinate with stakeholders to allocate suitable parking stands for aircraft		
		Operate Gate Management System (GMS) to allocate stands		
		Collate and furnish updates of flight information using Long-Range Radar and Display System (LORADS)		
		Administer flight matching and towing coordination with Air Traffic Control (ATC)		
	Uphold safety and/or security standards	Ensure compliance of safety and/or security standards in the workplace		
		Investigate root causes of breaches in safety and/or security standards		
		Carry out safety and/or security checks in the workplace		
	<b>Skills &amp; Competencies</b>	<b>Technical Skills &amp; Competencies</b>		<b>Generic Skills &amp; Competencies (Top 5)</b>
Accident and Incident Response Management		Level 1	Decision Making	Basic
Airport Collaborative Decision Making Model Application		Level 3	Problem Solving	Intermediate
Airport Operations Management		Level 2	Resource Management	Intermediate
Airside Driving		Level 2	Interpersonal Skills	Intermediate
Airside Operations Management		Level 3	Communication	Intermediate
Airside Safety		Level 3		
Change Management		Level 3		
Dangerous Goods Management		Level 2		
Hazard and Risk Control and Policy Management		Level 3		
Human Factors Management		Level 3		
Internet of Things Application		Level 3		
Learning and Development		Level 3		
Process Improvement and Optimisation		Level 3		

	Runway Safety	Level 3	
	Stakeholder Management	Level 3	
	Standard Operating Procedures Development	Level 3	
	Technology Application	Level 3	
	Wildlife Hazard Management	Level 3	
<b>Programme Listing</b>	For a list of Training Programmes available for the Air Transport sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/air-transport">www.skillsfuture.sg/skills-framework/air-transport</a>		

The information contained in this document serves as a guide.