

<b>SKILLS FRAMEWORK FOR AIR TRANSPORT SKILLS MAP – AIRSIDE DUTY MANAGER</b>			
<b>Sector</b>	Air Transport		
<b>Sub-Sector</b>	Airport		
<b>Track</b>	Airside Operations		
<b>Occupation</b>	Airside Operations Manager		
<b>Job Role</b>	Airside Duty Manager		
<b>Job Role Description</b>	<p>The Airside Duty Manager is responsible for collaborating with airport stakeholders to resolve operational airside issues. He/She manages contractors and issues stop-work orders to contractors who flout airside rules and policies. He also oversees operational systems to allocate stands and ensures the smooth running of these systems. In addition, he addresses internal or external safety and/or security audit issues and develops on-the-job training programmes and learning plans for his teams.</p> <p>The Airside Duty Manager possesses a sound knowledge of airport operations and airside safety management Standard Operating Procedures (SOPs). He is up-to-date on airport security and emergency plans. He possesses an Airside Driving Permit (ADP) to operate vehicles at the airside. Furthermore, he completes paperwork accurately and has good computer skills to manage Gate Management System (GMS), Long-Range Radar and Display System (LORADS) and other operational systems for managing stands allocation. He possesses good leadership skills with strong communication and stakeholder management skills to guide team members and manage stakeholders.</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	Manage planning of tasks and duties during airside operations and aircraft emergencies	In accordance with:  Singapore Qualified Driving Licence (Class 3) and Airside Driving Permit (ADP)
		Resolve issues pertaining to airside ground operations in collaboration with airport stakeholders	
		Oversee officers in operating and troubleshooting runway surface friction test vehicles	
		Manage runway closures for maintenance checks on the runways	
		Oversee baggage delivery processes to meet established organisational standards	
		Implement baggage recovery exercises	
		Implement procedures to ensure adherence to airside policies	

	Administer airside maintenance activities	Impose stop-work orders on contractors who fail to meet approved standards		
		Manage overall operations to ensure adherence to established standards		
		Develop schedule plans for routine inspections of airside runways, taxiways and apron		
		Manage performance of contractors carrying out maintenance works		
	Manage stands allocation and planning	Administer operational systems management for stands allocation		
		Oversee the day-to-day running of specialised systems		
	Uphold safety and/or security standards	Enforce a strong safety and/or security culture in the workplace		
		Address internal or external audit issues		
		Recommend action plans to prevent future safety and/or security breaches		
	Influence organisational development	Advise direct reports in the execution of new policies		
		Develop on-the-job training programmes		
		Develop workplace learning plans		
	<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 2	Decision Making	Advanced
Airport Collaborative Decision Making Model Application		Level 4	Resource Management	Intermediate
Airport Operations Management		Level 3	Interpersonal Skills	Advanced
Airside Driving		Level 3	Teamwork	Intermediate
Airside Operations Management		Level 4	Communication	Advanced
Airside Safety		Level 4		
Business Negotiation		Level 4		
Change Management		Level 4		
Dangerous Goods Management		Level 3		
Hazard and Risk Control and Policy Management		Level 4		
Human Factors Management		Level 4		

	Internet of Things Application	Level 4	
	Learning and Development	Level 4	
	Manpower Planning	Level 4	
	Process Improvement and Optimisation	Level 4	
	Runway Safety	Level 4	
	Service Innovation	Level 4	
	Stakeholder Management	Level 4	
	Standard Operating Procedures Development	Level 4	
	Technology Application	Level 4	
	Wildlife Hazard Management	Level 4	
<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.