

<b>SKILLS FRAMEWORK FOR AIR TRANSPORT</b> <b>SKILLS MAP – AIRPORT EMERGENCY OFFICER (SPECIALIST)</b>				
<b>Sector</b>	Air Transport			
<b>Sub-Sector</b>	Airport			
<b>Track</b>	Airport Emergency Services			
<b>Occupation</b>	Airport Emergency Services Professional			
<b>Job Role</b>	Airport Emergency Officer (Specialist)			
<b>Job Role Description</b>	<p>The Airport Emergency Officer (Specialist) coordinates the deployment of manpower to ensure adequate emergency support at all times. He/She acts as vehicle commander during emergency operations and oversees junior officers to administer emergency medical aid. In order to maintain and upkeep all firefighting and rescue equipment, he coordinates with Original Equipment Manufacturers (OEMs) and term contractors for equipment troubleshooting. Subsequently, he mentors and guides junior officers to excel in operational readiness tests administered by the organisation and also carries out safety and/or security checks in the airport.</p> <p>The Airport Emergency Officer (Specialist) possesses a Class 3 driving licence and Airfield Driving Permit (ADP) to operate advanced fire vehicles, vessels and specialised firefighting equipment. He works in shifts and travels to different airports and airbases when necessary. He is well-trained in personnel operational readiness and is able to maintain composure under pressure. He is physically and medically fit with good hearing and eyesight to distinguish major colours. He has excellent communication and interpersonal skills, along with a strong inclination for rescue work. He has good leadership skills which allow him to coach junior team members on the job.</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>
	Conduct emergency response planning activities	Schedule manpower resources to ensure adequate emergency support	In accordance with:  Singapore Qualified Driving Licence (Class 3), Airfield Driving Permit (ADP) and a pass in Individual Physical Proficiency Test (IPPT)	
		Ensure stakeholders fulfil their responsibilities in emergencies through timely dissemination of information		
		Organise emergency response plans for large-scale events		
		Coordinate with relevant stakeholders to ensure specific measures are taken during large-scale events		
Perform emergency operations	Act as vehicle commander during emergency operations			
	Oversee junior officers in administering emergency medical aid			

		Secure the incident sites and maintain post-incident or emergency security	
	Maintain equipment operational readiness	Troubleshoot issues encountered when verifying the functionality of firefighting and rescue equipment and vehicles	
		Guide junior officers to assess maintenance needs of firefighting and rescue equipment	
		Determine maintenance and up-keeping needs of firefighting and rescue equipment	
		Perform checks to ensure firefighting and rescue equipment are maintained according to Standard Operating Procedures (SOPs)	
		Coordinate with Original Equipment Manufacturers (OEMs) and term contractors to troubleshoot major equipment issues	
		Maintain personnel operational readiness	Deliver training to operate new equipment
	Participate in simulated training exercises and operational readiness tests		
	Conduct simulated training exercises		
	Coach junior officers to pass operational readiness tests		
	Conduct fire safety inspections on airport premises		
	Monitor junior officers in conducting fire safety inspections on airport premises		
	Uphold safety and/or security standards	Enforce 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	
	Influence organisational development	Manage staff conflicts, grievances and disputes	
		Provide coaching and feedback to improve team performance	
		Act as mentor to junior team members	
		Provide on-the-job training to enhance capabilities of team members	

	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)	
	<b>Skills &amp; Competencies</b>	Accident and Incident Response Management	Level 3	Leadership
Airport Operations Management		Level 3	Teamwork	Basic
Airside Driving		Level 3	Problem Solving	Basic
Business Negotiation		Level 4	Communication	Intermediate
Change Management		Level 3	Decision Making	Basic
Crisis Communication and Media Management		Level 3		
Dangerous Goods Management		Level 3		
Emergency Response Planning		Level 3		
Fire Prevention and Firefighting		Level 3		
Hazard and Risk Control and Policy Management		Level 3		
Human Factors Management		Level 3		
Inclement Weather Operations and Planning		Level 4		
Learning and Development		Level 3		
Personnel and Equipment Operational Readiness		Level 3		
Process Improvement and Optimisation		Level 3		
Stakeholder Management		Level 3		
Standard Operating Procedures Development		Level 3		
Technology Application	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.