

SKILLS FRAMEWORK FOR AIR TRANSPORT

SKILLS MAP – AIRPORT EMERGENCY ASSISTANT MANAGER

Sector	Air Transport			
Sub-Sector	Airport			
Track	Airport Emergency Services			
Occupation	Airport Emergency Services Professional			
Job Role	Airport Emergency Assistant Manager			
Job Role Description	<p>The Airport Emergency Assistant Manager is responsible for assessing and evaluating airport safety and security needs and overseeing airport emergency operations. He/She is in charge of deploying manpower resources to incident sites and collaborating with the airport community to respond to incidents, accidents and emergencies. Moreover, he coordinates external training for new equipment operations and develops workforce learning plans and on-the-job training programmes. To prevent safety and/or security breaches, he enforces a strong safety and/or security culture in the workplace and recommends action plans.</p> <p>To manage and coach a team, the Airport Emergency Assistant Manager is able to undertake a plethora of training programs, activities and assessments to be kept up-to-date with current emergency preparedness procedures. He works in shifts and possesses a Class 3 driving licence and Airfield Driving Permit (ADP) to operate advanced fire vehicles, vessels and specialised firefighting equipment. He is physically and mentally fit with good hearing and eyesight. He is able to maintain composure and exercise clarity of thought in times of stressful situations. He has strong leadership and people management capabilities to coach team members and ascertain their training needs.</p>			
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions		Key Tasks	
			Performance Expectations (For legislated / regulated occupations)	
	Conduct emergency response planning activities		Develop manpower plans to ensure adequate emergency support at all times	In accordance with: Singapore Qualified Driving Licence (Class 3), Airfield Driving Permit (ADP) and a pass in Individual Physical Proficiency Test (IPPT)
			Propose emergency response plans for large-scale events	
			Manage all emergency response activities	
			Propose enhancements to Standard Operating Procedures (SOPs) for emergency response plans	
	Perform emergency operations		Deploy manpower resources to incident sites according to action plans	
Collaborate with airport community in response to emergency incidents				
Direct resources to perform emergency operations at incident sites				

	Maintain equipment operational readiness	Establish SOPs for maintaining vehicles and equipment		
		Partner with external auditors to inspect vehicles and equipment		
		Oversee the maintenance of vehicles and equipment		
	Maintain personnel operational readiness	Coordinate external training for new equipment operations		
		Recommend courses and training activities to maintain personnel operational readiness		
		Manage simulated training exercises		
		Conduct after-action reviews to determine areas for improvement		
		Participate in operational readiness tests		
		Coach officers to pass operational readiness tests		
		Deliver training to relevant stakeholders on operating firefighting equipment		
	Uphold safety and/or security standards	Conduct emergency preparedness programmes for all airport stakeholders		
		Enforce a strong safety and/or security culture in the workplace		
		Address internal or external audit issues		
	Influence organisational development	Recommend action plans to prevent future safety and/or security breaches		
		Develop workplace learning plans		
		Develop on-the-job training programmes		
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)	
	Accident and Incident Response Management	Level 4	Leadership	Intermediate
	Airport Operations Management	Level 3	Developing People	Intermediate
	Airside Driving	Level 3	Problem Solving	Intermediate
	Business Negotiation	Level 4	Decision Making	Intermediate
	Change Management	Level 4	Communication	Intermediate
Crisis Communication and Media Management	Level 4			

	Dangerous Goods Management	Level 4	
	Emergency Response Planning	Level 4	
	Fire Prevention and Firefighting	Level 4	
	Hazard and Risk Control and Policy Management	Level 4	
	Human Factors Management	Level 4	
	Inclement Weather Operations and Planning	Level 4	
	Learning and Development	Level 4	
	Manpower Planning	Level 4	
	Personnel and Equipment Operational Readiness	Level 4	
	Process Improvement and Optimisation	Level 4	
	Service Innovation	Level 4	
	Stakeholder Management	Level 4	
	Standard Operating Procedures Development	Level 4	
	Technology Application	Level 4	
Programme Listing	For a list of Training Programmes available for the Air Transport sector, please visit: www.skillsfuture.sg/skills-framework/air-transport		

The information contained in this document serves as a guide.