

SKILLS FRAMEWORK FOR AIR TRANSPORT SKILLS MAP – VICE PRESIDENT

Sector	Air Transport	
Sub-Sector	Airport	
Track	Airport Emergency Services	
Occupation	Airport Emergency Services Manager	
Job Role	Vice President	
Job Role Description	<p>The Vice President leads and manages the endorsement of policies that govern the Standard Operating Procedures (SOPs) to be executed in the event of emergencies. He/She works with senior representatives from different departments to enhance emergency response readiness of the organisation and formulates contingency plans for different services affected during incidents or accidents. He is in charge of evaluating all activities with regards to airport emergency services in order to identify and establish goals for long-term planning. He also initiates new projects for the airport and builds broad professional networks within and outside the organisation.</p> <p>As the Vice President for Airport Emergency Services, he possesses an in-depth knowledge of all airport and aviation facilities and operations. He is cognisant of new technologies and regulations impacting the aviation industry. In addition, he has exceptional leadership and negotiation skills to lead the organisation and manage external stakeholders effectively. He also possesses strong networking skills and a high level of resourcefulness in order to establish partnerships with industrial professionals and alliances internally, externally and virtually.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Conduct emergency response planning activities	Work with representatives from supporting departments to improve readiness of the organisation in times of emergencies
		Endorse policies governing the Standard Operating Procedures (SOPs) during emergencies
	Perform emergency operations	Direct higher authorities to address critical matters concerning airport emergencies
		Formulate contingency plans for services affected
	Maintain equipment operational readiness	Develop strategies to dispose and phase out current equipment
		Endorse and approve acquisition of new equipment and resources
	Uphold safety and/or security standards	Strategise organisational workplace safety and/or security programmes
		Collaborate with authorities and other departments to achieve a strong safety and/or security culture
Establish safety and/or security standards for the organisation		
	Act as coach to develop talents	

	Influence organisational development	Align human resources with business needs				
		Develop and strengthen executive management relations				
		Lead organisational succession planning, capability development and employee engagement				
		Establish and approve long-term vision and strategies				
	Build business network	Forge international networks to promote the organisation				
		Build business and professional networks at senior executive level within the industry				
Foster an atmosphere of inclusiveness with diverse stakeholders and the global business community						
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)			
	Accident and Incident Response Management	Level 5	Decision Making	Advanced		
	Business Negotiation	Level 6	Resource Management	Advanced		
	Change Management	Level 6	Leadership	Advanced		
	Crisis Communication and Media Management	Level 5	Developing People	Advanced		
	Emergency Response Planning	Level 5	Problem Solving	Advanced		
	Fire Prevention and Firefighting	Level 5				
	Human Factors Management	Level 6				
	Inclement Weather Operations and Planning	Level 5				
	Learning and Development	Level 6				
	Manpower Planning	Level 6				
	Personnel and Equipment Operational Readiness	Level 5				
	Process Improvement and Optimisation	Level 6				
	Service Innovation	Level 6				
	Stakeholder Management	Level 6				
Standard Operating Procedures Development	Level 5					
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.