

1. Service	Development and Infrastructure
2. Service Area/Function	Marine Services, Engineering and Transportation – Engineering
3. Job Title	Airfield Attendant/Rescue and Fire Fighting Crew
4. Location	Island Airfield
5. Reporting To	Airfield Co-Ordinator
6. Grade	G3
7. Job Evaluation Reference	A4631
8. Competency Band	A

9. Job Purpose

To provide, when requested and available, airfield attendant, rescue and fire fighting services while receiving and dispatching flights to the Island Airfield on the island of the individual's residence. This will also involve driving the airfield fire tender. The service provided normally includes baggage handling.

10. Job Specific Duties and Responsibilities

Responding to the reasonable requests of the Airfield Co-ordinator/Airfield Superintendent in connection with attending flights. This will also involve driving the airfield fire tender.

Responding to the requests of the Airfield Co-ordinator/Airfield Superintendent in connection with the various training drills.

As instructed by the Airfield Co-ordinator for each flight undertake some of the following:

- Prepare and if necessary operate the fire tender
- Maintaining apron control
- Keeping the airfield building clean and tidy
- Operate the phone/radio transmitter
- Inspect runways and airfield in general
- In an emergency provide rescue and fire fighting and first aid services as required
- Assist passengers and provide baggage handling services
- Operate under the guidance of the Airfield Co-ordinator or Depute

All duties must be carried out to comply with the requirements of the Civil Aviation Authority (CAA), the Airfield operators licence and the procedures set out in the Airfield Manual. Also the Health and Safety at Work Act; Acts of Parliament, Statutory Instruments and Regulations and other legal requirements; Codes or Practice; and established local authority procedures.

Ensure completion of timesheets and associated paperwork.

You will be required to wear protective clothing as issued as per the Operational and RFFS instructions.

All duties will be carried out in the working conditions normally inherent in the particular job.

You will be expected, if required, to undertake continuous training as directed by the Airfield Superintendent and the Civil Aviation Authority.

11. General Duties and Responsibilities

Responsibility for Employees

No line management responsibility.

Financial Resources

No finance related responsibilities.

Information Systems

The postholder will not be required to use computer packages.

Working Environment

Involves working predominately outdoors but can take shelter when necessary.

Communication

The postholder will be required to deal with members of the public/service users/external agencies and internal senior management.

12. Corporate Responsibilities

As an employee of Orkney Islands Council the postholder is required to:-

Observe the Council's policies with regard to the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies;

Be aware and adhere to the Council's policy on Equal opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

13. Criminal Records Checks - please select the relevant option(s)

☒ This post does not require a check on criminal conviction history

☐ Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.

- ☐ This post requires a satisfactory Basic Police Act Disclosure check.
- ☐ This post requires a satisfactory Standard Police Act Disclosure check.
- ☐ This post requires a satisfactory Enhanced Police Act Disclosure check.
- ☐ This post requires PVG Scheme membership in respect of regulated work with Children.
- ☐ This post requires PVG Scheme membership in respect of regulated work with Adults.

14. Significant/Regular demands associated with the Role

Task	Relevant (please tick) ✓	Task	Relevant (please tick) ✓
Driving (Car/Van)	✓	Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use		Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working		Work involving strenuous effort	✓
Shift working		Working at height	✓
Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance	✓	Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working in close proximity to traffic	
Administration of prescribed medication		Other (please specify)	

Where any of the above are regular and/or significant demands for the role, please ensure that this is indicated. This is not intended to cover ad-hoc/infrequent/occasional demands.

15. Politically Restricted Post

☐ Yes (where indicated only)

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

16. Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Qualification/Attainments.

- ☐ General Teaching Council for Scotland (GTCS)
- ☐ Scottish Social Services Council* (SSSC)

- ☐ The Law Society of Scotland
- ☐ The Chartered Institute of Personnel and Development (CIPD)
- ☐ Other, please specify below:



* or other relevant professional accepted by the SSSC.

17. Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

- ☐ To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- ☐ To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- ☐ To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;
- ☐ To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;
- ☐ To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- ☐ To participate in a standby duty rota, for which you can claim standby allowance.

18. Agreement of Job Description

	Signature	Date
Manager:	<u></u>	<u>22 Dec 16</u>
Human Resources:	<u></u>	<u>22/12/16</u>

19. Employee Acceptance of Job Description

Signature: Date:

PERSON SPECIFICATION

Service: Development & Infrastructure		Area: Marine Services, Engineering and Transportation – Engineering	
Post Title: Airfield Attendant/Rescue and Fire Fighting Crew			
Factor	Criteria	Essential or Desirable	How Assessed *
Knowledge and Experience	Working with the public and colleagues.	Essential	Application/Interview
	Knowledge of safe vehicle operation.	Essential	Application/Interview
	Knowledge of vehicle checks.	Essential	Application/Interview
	Experience of Island airfield duties.	Desirable	Application/Interview
	Experience of Fire fighting and first aid capability.	Desirable	Application/Interview
	Knowledge of Health and Safety.	Desirable	Application/Interview
	Qualifications/ Attainments	Full and current driving licence.	Essential
Civil Aviation Authority qualified in fire fighting procedures.		Desirable	Application/Interview
First Aid qualification.		Desirable	Application/Interview
Full and current Class C LGV licence.		Desirable	Application/Interview

Core Competencies – These are the target behaviours the post holder should display (Competencies are Essential criteria and are assessed as part of the interview process)	
Being Customer/client focused	<ul style="list-style-type: none"> ▪ is respectful and courteous to customers/clients ▪ understands and resolves customer/clients' needs ▪ takes opportunities to improve customer/client services ▪ is aware of service levels expected and strives to meet them ▪ seeks and acts on feedback from customers/clients ▪ supports others when dealing with customers/clients
Working effectively with others	<ul style="list-style-type: none"> ▪ treats others in a fair and equal manner ▪ considers and respects other peoples' ideas/opinions ▪ co-operates with others in the workplace ▪ adapts own views and ideas for the good of the team ▪ goes out of their way to help others.
Managing Change	<ul style="list-style-type: none"> ▪ is willing to try new or different ways of working

	<ul style="list-style-type: none"> ▪ displays a flexible attitude to duties and responsibilities ▪ reprioritises own work when deadlines are changed ▪ helps others to adapt to change
Taking ownership and responsibility	<ul style="list-style-type: none"> ▪ manages own time effectively and works productively ▪ responds positively to feedback and takes appropriate action ▪ ensures own knowledge and skills are sufficient for the job ▪ considers how own behaviour affects others and changes accordingly ▪ recognises and acts when something needs to be done
Communicating effectively	<ul style="list-style-type: none"> ▪ listens carefully and asks questions if understanding is unclear ▪ uses simple and clear language ▪ seeks advice when necessary ▪ provides clear and accurate information ▪ uses appropriate body language and eye contact
Planning and decision making	<ul style="list-style-type: none"> ▪ works in a planned and organised way ▪ follows instructions and procedures ▪ understands what decisions can be taken within own duties and makes them when required ▪ takes account of available resources when planning own work activities.
Leadership	<ul style="list-style-type: none"> ▪ recognises own leadership skills and abilities, and takes responsibility for using and developing these ▪ seeks feedback from others to motivate and improve own leadership. ▪ resilient and finds ways through challenging situations. ▪ identifies and works towards a shared purpose or goals ▪ values and respects the contributions of others. <p>shares information and promotes effective knowledge management</p>