



STATION MANAGER - SOUTHAMPTON

Role Title:	Station Manager – Southampton
Location:	Southampton
Reports To:	Head of Ground Operations
Hours:	37.5 Hours Per Week
<p>Role purpose:</p> <p>The Station Manager is responsible for the smooth, effective and efficient running of the Station to support the Aurigny and customer airlines' flight schedule into Southampton, within budget.</p>	
<p>Key Accountabilities:</p> <ul style="list-style-type: none"> • Has overall responsibility for the efficient staff and resource management of the Station, including: <ul style="list-style-type: none"> ○ staff rostering and holiday management ○ Responsible for the efficient planning of available manpower and equipment to meet the seasonal demands ○ Recruitment both permanent and temporary staff with support of DM • Sets and maintains operational and ground handling standards for the Station. • Formulates Station budgets for manpower, ground equipment and all Station expenses such as <ul style="list-style-type: none"> ○ telephone, cleaning, and refurbishments. • Undertakes staff performance reviews, undertakes, and monitors performance issues, identifies, and arranges internal and external training as necessary and required. • Acts as the representative of Senior Management in local Company negotiations. • Acts as Company representative at senior level when dealing with external suppliers of goods and services. • Authorises payment to suppliers of goods and services following Company guidelines. • Will take up the duties and responsibilities that from time to time will be assigned to the post holder in the Company Emergency Procedures Manual • Any other administration tasks relating to the Operations Department as delegated by the Accountable Manager • Review Ground Incident reporting in Centrik and identifies solutions within the allocated time scales • Manages Health and Safety of direct reports. • Responsible for the implementation of new working practices as required. Undertakes evaluation of staff input and provides Company feedback arranges implementation of ideas where appropriate • Responsible for ensuring that Standards and Practices as laid down in the Ground Operations Manual • Ensure the companies On Time Performance targets are above minimum levels • Ensure that customer service is always of the highest standard • Maintains a highly motivated team, encouraging initiative and understand team challenges at all levels. • Ability to understand, create and use analytical data to drive direction and standards. 	



<p>Assets</p> <ul style="list-style-type: none"> • Recommends selection of local suppliers for goods and equipment maintenance on the basis of commercial considerations and monitors quality of service planning • Produces Station manpower and equipment budgets, including estimates for overtime payments and ad-hoc expenses. • Plans and implements rosters for staff and the allocation of materials to meet seasonal demands in the most cost-effective manner. • Plans effective coverage for Contract Carriers for both staff and equipment to ensure that contract specifications are met. <p>Financial</p> <ul style="list-style-type: none"> • Responsible for negotiating terms and conditions with suppliers of goods and services within approved budget parameters. • Responsible for ensuring that budgets agreed are monitored on a regular basis, and are not exceeded. • Responsible for identifying significant variances and notifying Head of Ground Operations of progress on a regular monthly basis. • Responsible for getting approval for Capital Expenditure from Head of Ground Operations. <p>Confidential Material</p> <ul style="list-style-type: none"> • Ensures the security of confidential and commercially sensitive material such as Marketing promotions, profit and loss accounts, disciplinary findings, appraisal results et al both Station specific and at Company level.
<p>Essential Skills:</p> <ul style="list-style-type: none"> • Ideally have a proven track record of working in a managerial position within the airline industry, and leading a small team • Have an understanding how to lead a team • Must be proficient in Microsoft Word and Excel • Must be a strong communicator, and be able to interact with all staff across the business • Flexible approach to working hours as necessary • Be well organised with good attention to detail, and have a can-do attitude towards work • Be proactive in approach to all responsibilities with ability to work on own initiative and to specific deadlines • Ability to recognise and deal with challenges promptly and efficiently • Demonstrates qualities of self-motivation and professionalism, with the ability and willingness to take on extra responsibility • Proven ability to work under pressure and to tight deadlines • Excellent interpersonal and communication skills
<p>Professional/Regulatory Requirements:</p> <ul style="list-style-type: none"> • A basic Police Clearance Certificate deemed satisfactory to Aurigny • A driving licence to enable driving airside <p>Level 5 in management and Leadership</p>

All about you: Friendly, approachable, keen to support your colleagues and the Company wherever possible and beyond the requirements of your role. You will take pride in delivering a high level of customer service both internal and external and be willing and able to adapt to change. A supporter of our VALUES both internally and externally is paramount to you succeeding within our Company.