

VACANCY

LOCATION	-	Shannon Airport
POSITION	-	Station Manager
REPORTING TO	-	Regional Manager
HOURS OF WORK	-	As required per needs of the operation, based on 40 hours per week
RATE OF PAY	-	TBC
CLOSING DATE	-	31st March 2017

KEY TASK AREAS / RESPONSIBILITIES

- Have direct responsibility for all ICTS operations at Shannon Airport
- Ensure all contractual obligations are achieved
- Maintain the professional level of the operation
- Achieve and maintain full compliance with Regulator, Airport, and ICTS requirements
- Maintenance of Client, ICTS, and quality control Standards and Company Procedures
- Liaise with ICTS management to ensure efficient operations and planning.
- To act within the authorities set out by the Regional Manager and the company's working procedures.
- Promotion of ICTS (UK) & Ireland positively
- Maintenance of company KPI's and other statistical data
- Supporting other areas of the business as required
- Responsibility for Operational planning
- Overall budget control
- Management of all HR issues
- Responsibility of all administration within the office
- Maintain overall supervision of staff ensuring that they are performing their duties to the laid down procedures as designated by the regulator and the airport and to ensure individual and team performance are maintained through appraisal and feedback.

PERSON SPECIFICATION

Essential

Excellent communication skills
Smart appearance
Good administration skills, including basic computer skills
Track record of ability to work under pressure in dynamic work environment
Flexibility according to operational needs
Previous supervisory or management experience
Holds CMI Level 3 as a minimum

We take our commitment to principles of fairness and mutual respect for people of all faiths and cultures seriously and we expect our employees to do so as well. We take firm action where any concerns are raised both internally and by our clients, customers and members of the public.

All applicants must have correct documentation enabling them to work here and also have a permanent NI number.

Internal candidates will be expected to show a good attendance/timekeeping record and also a good performance in their previous role(s).

This position may be subject to Client/Board approval.

All Managerial positions and Promotions are subject to a probationary period of 6 months.

Please Note: The probationary period can be extended should the candidate's performance not meet the required standard.

Interested parties should download an application from www.icts.co.uk and email it to mihaela.onofrei@icts.co.uk

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