

Emergency Planning & Crisis Management Specialist

Department: Aerodrome Safety and Security

Employment Type: Full-Time

About the Role

We are seeking an Emergency Planning & Response Oversight Specialist to assume a role of paramount importance within our state's aviation safety framework. You will be entrusted with the authority to shape, audit, and enforce the emergency preparedness standards for all aerodromes. This involves direct evaluation of Aerodrome Emergency Plans, mandating and assessing full-scale multi-agency exercises, and ensuring seamless coordination between aerodrome operators, national emergency services, and the national Crisis Management Center. Your expertise will be the cornerstone of our commitment to regulatory excellence, directly contributing to a resilient aviation sector prepared to respond effectively to any emergency, from aircraft accidents to natural disasters.

Key Responsibilities

1. Regulatory Development, Interpretation & Oversight:

- Develop, review, and amend national regulations, advisory circulars, and guidance material pertaining to aerodrome emergency planning, ensuring alignment with ICAO Annex 14, Volume I (Chapter 9), ICAO Doc 9137 (Airport Services Manual, Part 7), and the national regulation.
- Provide authoritative technical interpretation of emergency-related SARPs and regulatory requirements for aerodrome operators and other stakeholders.
- Conduct systematic surveillance, audits, and inspections of aerodromes to verify compliance with Aerodrome Emergency Planning, Exercises, Personnel, and Disabled Aircraft Removal plan.

2. Aerodrome Emergency Plan (AEP) Evaluation & Approval:

- Review and formally approve Aerodrome Emergency Plans submitted by aerodrome operators as part of the certification process.
- Ensure AEPs comprehensively address all required elements including:
 - Coordination of all response agencies (ATS, RFFS, Medical, Police, Civil defense etc.).
 - Clear command structure (Emergency Operations Centre and Command Post)
 - Procedures for aircraft accidents, unlawful acts, dangerous goods, and natural disasters.
 - Integration with the national Crisis Management Center activation protocols.
 - Availability and detailing of aerodrome grid maps

3. Exercise Design, Evaluation & Certification:

- Mandate, oversee, and evaluate the full-scale and partial or modular emergency exercises required by regulation.

- Certify that exercises are conducted at least biennially and are of sufficient scale and realism to validate the AEP and multi-agency coordination.
- Verify that post-exercise debriefs lead to corrective actions and continuous improvement of the AEP.
- Assist in development of various scenario for exercise

4. Coordination & Stakeholder Management:

- Serve as the primary CAA representative on aerodrome emergency planning committees.
- Foster and audit Mutual Aid Agreements between aerodromes, Defense Force, Civil Defense, Ministry of Interior, Ministry of Health, and other entities.
- Act as the key liaison between aerodrome-level emergency operations and the National Crisis Management Center, ensuring seamless communication and coordination protocols during a major emergency.

5. Incident Response & Investigation Support:

- Provide expert advisory support to the BCAA's command function during actual emergency activations.
- Participate in or lead investigations into deficiencies in emergency response identified through incidents, exercises, or inspections, ensuring alignment with the State Safety Programme (SSP).

6. Training & Awareness:

- Develop and deliver training for CAA inspectors and aerodrome operators on emergency planning regulations and best practices.
- Ensure aerodrome RFFS personnel medical and training standards met.

Qualifications & Experience

- Bachelor's degree in aviation management, Emergency Management, Engineering, Public Safety, or related field.
- Minimum of 7 years of experience, with at least 5 years directly in aerodrome emergency planning, response, or regulatory oversight.
- Regulatory Knowledge: Expert knowledge of:
 - ICAO Annex 14, Vol. I, Chapter 9 (Emergency and other services).
 - ICAO Doc 9137, Part 7 (Airport Emergency Planning).
 - ICAO Doc 9859 (Safety Management System)
- Proven Skills: Demonstrated experience in:
 - Developing and auditing complex emergency plans.
 - Designing, executing, and evaluating full-scale multi-agency emergency exercises.
 - Technical writing of regulations, guidelines, and audit reports.
 - Effective liaison with senior-level government and emergency service officials.

Preferred Qualifications

- Advanced certification such as ICAO Aviation Safety Management, IATA Emergency Response Planning, or Certified Emergency Manager (CEM).
- Former experience in aerodrome operations, RFFS, or a related emergency service (e.g., civil defense) is highly desirable.
- Experience working with or for an ICAO USOAP audit team or another national aviation authority
- Proficiency in Arabic is a strong advantage.

Key Competencies

- Ability to conceptualize beyond individual aerodromes, understanding the interdependencies within the entire national aviation system to enhance overall network resilience and crisis response coordination, while comprehending how different components of aerodrome management systems interact and function together.
- Capable of exercising state authority with confidence, providing clear, definitive, and compliant guidance during high-pressure audits and emergency situations, while independently and proactively identifying and addressing issues.
- Strong ability to deconstruct complex emergency plans, identify systemic vulnerabilities, and mandate effective, regulatory-compliant solutions to aerodrome operators and stakeholder agencies. Approaches aerodrome oversight with an effective risk management strategy, considering specific risk profiles, and solves complex issues while making timely decisions based on relevant facts.
- Exceptional diplomatic skills in negotiating, persuading, and building consensus among diverse and often powerful stakeholder groups (e.g., Defense Force, Police, Airport Operators) to achieve state safety objectives, representing the Authority's interests at the highest levels. Conveys and receives information effectively through oral, written, and non-verbal communication.
- Demonstrates integrity, transparency, and fairness in all oversight activities, guided by strong ethics and values. High ethical standards and impartiality are essential for a role vested with significant state authority, ensuring all actions enhance the credibility and mission of the Regulatory Authority. Applies and continuously improves technical knowledge and skills related to aerodrome operations and safety.
- Analyzes information critically to achieve consistent and desirable outcomes, ensuring all oversight activities maintain the highest standards of regulatory compliance and safety management.