



Saskatoon Airport

PUBLIC SAFETY ADMINISTRATOR Part-Time / 50% Job Share

Do you want to work for *the Best Airport in North America (under 2 million passengers) in 2016?* Skyxe Saskatoon Airport was awarded this honor by the Airport Council International, and we are committed to be the most valued airport experience in Canada.

We continue to focus on our guests, working with our airport partners, we are dedicated to provide our guests with an outstanding level of service quality with enhanced facilities, services and infrastructure. Skyxe invites applications from qualified individuals who are looking to be part of a dynamic team, for the part-time position of Public Safety Administrator.

The Public Safety Administrator position(s) are part-time/job share opportunity, with a job share equivalency of 0.5 to 0.6 Person Year.

The Public Safety Administrator position(s) will have the responsibility for the operation and administration of the Saskatoon John G. Diefenbaker International Airport's Security Pass Control Office, and provision of administrative support to the Operational Excellence Division of the Corporation. This position also has a key role in the effective implementation and ongoing administration of the Safety Management System and Airport Security Programs.

The Public Safety Administrator position(s) report directly to the Manager Public Safety & Risk.

ADMINISTRATIVE REQUIREMENTS:

Administer the functions of the Saskatoon Airport Security Pass Control Office within the following areas of responsibility:

- Transport Canada Security Clearance Program
- Restricted Area Identification Card Pass System
- Restricted Area Access Program
- Airport Vehicle Operator's Permit System
- Preparation of Emergency Client data base.

Provide Administrative Support functions to Operational Excellence within the following areas:

- Input of updates to Airport operational, Security and manuals, procedures and circulars.
- Catalogues and updates to regulations, directives, circulars, etc. governing airport operations.
- Administrative support to the Division in support of the Security Awareness, Safety Awareness and Parking Ticket Programs.
- Maintain the Risk Management & Regulatory Compliance library.

HOW TO APPLY

Like what you see and think you have what it takes to join the Skyxe Team

Qualified Candidates are asked to forward resumes by
December 20, 2018

To Pam Oakenfold,
Human Resources
Administrator

Suite 1
2625 Airport Drive
Saskatoon, SK, Canada
S7L 7L1

T: +1 306 975 4275
E: poakenfold@skyxe.ca
W: www.skyxe.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted.



- Take accurate minutes for various types of meetings, including:
 - OHS, Sustainability, all debriefs (security, emergency response), staff meetings, Management meetings (SMS).

CONCLUSION

This position description describes the duties in a general sense. However, general or otherwise, this description does not preclude other related duties being assigned from time to time, in the achievement of the SAA Business Plan and as organizational priorities demand.

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Preferred but not mandatory Experience

- Knowledge of Airport regulations and operations
- Knowledge of the Skyxe mandate, responsibilities, business and corporate culture
- Knowledge of Airport policies and procedures, and Security and Safety plans
- Experience in SMS (Safety Management System) administratively and practically

QUALIFICATION REQUIREMENTS

- Grade 12 Education
- Post-Secondary Education will be viewed as an asset.
- Minimum of 2 Years Office Experience, Operational setting would be an asset
- Proficiency in the English language both spoken and written

Position Knowledge, Skills and Abilities Requirements

- Possession of a valid Saskatchewan Class 5 Driver's Licence
- Exceptional Computer Experience, including Microsoft Office, Data-Base and Web Based applications
- Excellent Communication, Organizational and Interpersonal Skills
- Ability to exercise initiative, discretion, confidentiality and sensitivity
- Ability to work independently within a schedule and booking environment
- Ability to work in a highly regulated department
- Exemplary work performance
- Ability to perform in accordance with Corporate Code of Conduct
- Customer service oriented and a professional approach; ability to interact with all levels of stakeholders, both internally and externally

CONDITIONS OF EMPLOYMENT:

- Possession of, or ability to obtain, a Transportation Security Clearance