

GMIAA Manager, Regulatory Affairs

This position is responsible for the oversight of the airport's regulatory obligations and compliance requirements. These obligations pertain to various aspects of airport operations and activities including: Safety, Security, Environmental, Transport Canada regulations, provincial and federal regulations and standards.

Responsible for the implementation and management of the Safety Management System (SMS) (SMS Manager) and is a member of the safety audit team. Implementation of the airport security program (ASP) by ensuring the physical security of GMIAA facilities, perimeter security and access control meets all legislated requirements. Administers the contract with provider of airport security and parking/traffic services to ensure performance standards are met and invoices are correct. Responsible for the supervision of the Restricted Airside Identification Cards (RAIC), access control (cards and keys) through the GMIA security program. Provides technical security advice to the management team and coordinates security related infrastructure projects and system installations. Supervision of regulatory department employees and budget oversight.

Essential Functions

- ✓ Responsible for design, implementation and oversight of airport safety program (SMS), airport security program (ASP) and environmental management system (EMS)
- ✓ Coordination of all activities related to regulatory obligations and compliance requirements with Transport Canada regulations (ie: TP312, CAR's, CASR, etc...)
- ✓ Administration of security contract with private security provider
- ✓ Responsible to administer the GMIA key control program
- ✓ Responsible to oversee the GMIA pass control office and to ensure RAIC are produced and administered to Transport Canada standards
- ✓ Advise on all physical security systems including administrating technical security assistance
- ✓ Maintain a record or data base of related safety, security and OSH legislation
- ✓ Advise management on all changes to related safety, security and OSH legislation (Canada Labour Code)
- ✓ Conduct all necessary audits as part of the safety management system and security management system
- ✓ Chairperson for GMIA or related airport security, safety and environment as well as OSH committees
- ✓ Design and implement security exercises in accordance with Transport Canada regulations
- ✓ Coordinate airport security response and resources for emergency and security incidents
- ✓ Key role with emergency response either in the EOC or as an Emergency Site Manager

Qualifications

Previous supervisory or management experience within a complicated operations environment that focuses on safe, reliable operations.

Airport supervisory or management experience would be considered an asset.

Must possess a proven track record for achieving results, influencing change, using initiative and acting as a major catalyst for change.

Must have excellent interpersonal skills with the ability to interact with a widely diverse group of employees.

Must be able to demonstrate leadership in a fast moving, rapidly changing crisis environment.

Diploma in Airport Management and Operations would be an asset, along with any post-secondary academic qualifications or professional designations such as CRSP.

Proficient with 'Microsoft' suite of programs, and comfortable working with computer based technology.
Ability to obtain and maintain a Transport Canada Airport Security Clearance.
Fiscal and material and contract management experience
Knowledge and applied experience of Transport Canada security Acts and Regulations (CASR)
Knowledge and applied experience of Transport Canada Safety Standards as per CAR's
Experience in EMS, ASP, SMS and OSH program administration

Applicants can email a cover letter highlighting qualifications and interest in the position as well as a resume to admin@cyqm.ca. The completion will be closing on **June 12th** and only short listed candidates will be contacted. This is an excluded position from the collective bargaining unit (UCTE) for the GMIAA.