

TERMS OF REFERENCE – AIR OPERATIONS OFFICER, RNAS CULDROSE

1. Purposes

- a. **Primary Purpose.** To manage the Air Operations Section of the Air Department which coordinates all operational and exercise activity involving RNAS Culdrose, its Forces, Squadrons and visiting aircraft, into a rolling aviation programme so that all supporting requirements can be provided safely, efficiently and in a timely manner, optimising operational capability and enabling operational success as required by Defence and the RNAS Culdrose Mission.
- b. **Secondary Purposes.**
 - (1) Provide day to day management and oversight of the Air Operations Room.
 - (2) To ensure that safe, efficient and timely air operations are conducted at RNAS Culdrose and Predannack aerodromes; all within current regulations.
 - (3) As part of their remit, the Air Ops Officer will be required to liaise with Squadron Operations Officers to assist them in achieving their flying programmes within the constraints of the Air Station's published opening times.
 - (4) To manage the flying programme on Agenda, ensuring it is current, accurate and contains the required information so that it is the primary reference for all Air Operations at RNAS Culdrose.
 - (5) Oversee, direct, manage and train the Air Operations Watchkeepers to meet the requirements of the department.
 - (6) Liaise directly with other national and international Squadrons/agencies which require PPR into Culdrose.
 - (7) Hold functional authority over all Air Operations Personnel.
 - (8) Administer the usage of Air Operations classified books and cryptographic material ensuring they are handled in accordance with security regulations.
 - (9) Manage the Production and dissemination the Culdrose Aviation Information (CAI).
 - (10) Supervise the input and distribution of Flight Plans as required.
 - (11) Supervise the Control of Low Fly bookings.
 - (12) Supervise the handling and recording of flying complaints; ensuring complaints are forwarded to the Community Relations Officer.
 - (13) To act as station representative for Customs, Health and Immigration.
 - (14) To act as Visiting Aircraft Co-ordination Officer.
 - (15) To co-ordinate all aviation at RNAS Culdrose at a tactical level.

- (16) To provide support to Station Ops for the compilation of the Station MAAC process.
- (17) To Co-ordinate the weekly Flypro co-ordination meeting.
- (18) To input and manage aviation activity into the Station Operations diary.
- (19) To co-ordinate inputs into Agenda.
- (20) Manage the ATC Assistants watch bill.
- (21) Conduct other duties as required by DSATCO or Lt Cdr flying.
- (22) In liaison with Career Managers conduct the long-term Manpower planning ensuring Air Ops is sufficiently manned. Manage and have an oversight the Air Operations and ATC Assistants Manpower allocation.
- (23) Manage all information appropriately and in accordance with JSP 441 – Information, Knowledge, Digital and Data in Defence.

2. **Accountability.** Air Operations Officer is:

- a. Accountable to Lt Cdr (Flying).
- b. Under the functional authority of the Stations Chief of Staff for whole Station planning matters.
- c. Under the Functional authority of SATCO for all matters relating to ATM.

3. **Authority.**

a. Authority

- (1) All Air Ops personnel.

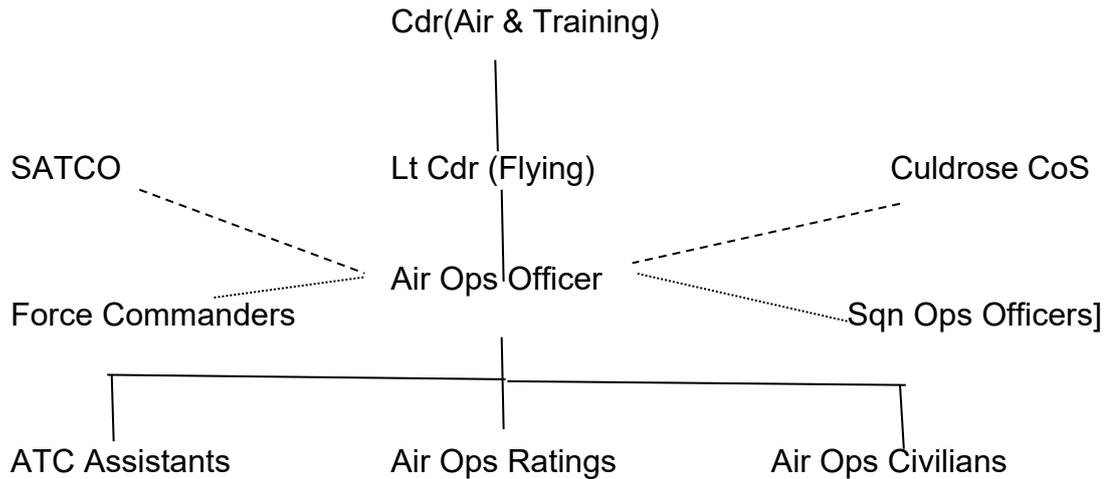
b. Line Authority

- (1) All ATM Personnel employed in Flight planning, Admin Ops, Logger, TRC.

C. Liaison

- (1) Liaise with civil and military units, appropriate technical organisations, NAVN Division, workforce planning and delivery authority and civilian contractors.
- (2) Liaising with the squadrons to ensure correct planning of the Flypro and out of hours' movements – up to one week and promulgation onto Agenda. In conjunction with Lt Cdr Flying the approval of EDF requests.
- (3) Force Commanders and Squadron Ops personnel wrt generation and maintenance of Flying Programme and Plan.

4. Organisation.



Line Authority _____
Functional authority - - - - -
Liaison

5. Competence Assessment

- a. These TOR's were reviewed and agreed on date:
- b. As the Post Holder, I am competent to carry out the role of Air Operations Officer and have sufficient training and experience to be able to fulfil my TOR's, in particular my responsibilities to Air Safety.

Name: _____ **Post:** Air Operations Officer

Signature: _____ **Date:** _____

- c. As the line Manager, I accept that this post holder is competent to carry out this role, practically with regard to Air Safety.

Shortfalls:

Name: Lt Cdr S Murray AFC RN **Post:** Lieutenant Commander (Flying)

Signature: _____ **Date:** _____

- d. These TORs are to be reviewed on date: 10 Oct 24.