

## **TERMS OF REFERENCE – AIR OPERATIONS OFFICER RNAS YEOVILTON**

### **ROLE**

#### **Primary Purpose**

1. To direct and oversee the running of RNAS Yeovilton's Air Operations Organisation to ensure that safe, efficient and timely air operations are conducted at RNAS Yeovilton and Merryfield aerodromes; all within current regulations.

#### **Secondary Purposes**

2. To act as Line Manager and Divisional Officer for all Air Operations Staff, liaising with the Air Department Coordinator on departmental manning requirements.

3. To act as the central coordinator for all Maritime Security (MS) operations and to be the primary POC for external agencies in MS matters.

4. To act as custodian and administrator for Air Operations' classified books and cryptographic material.

### **SUPERIORS**

5. The Air Operations Officer is accountable to the Lt Cdr Flying.

### **AUTHORITY**

6. The Air Operations Officer is:

a. Authorised to:

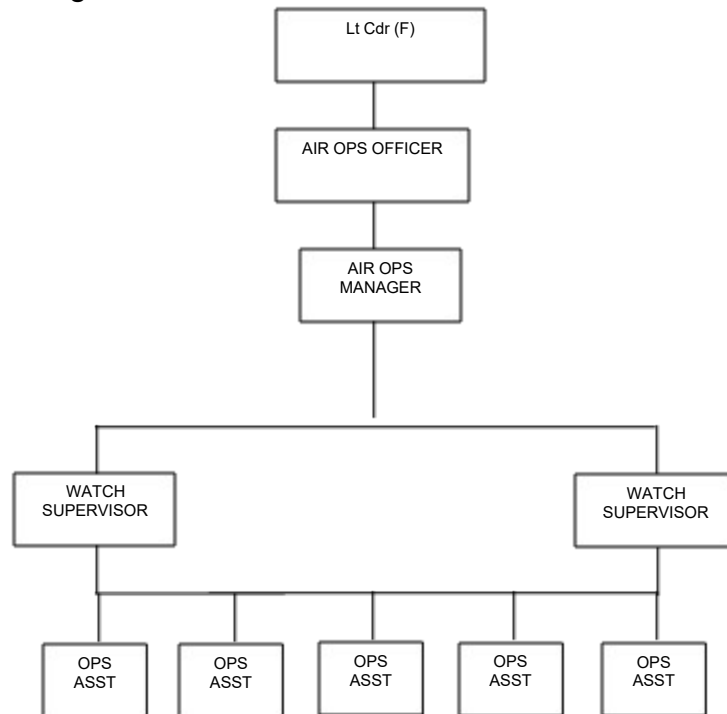
- (1) Liaise with NCHQ, Air & Land Commands, RN authorities and units, Civil & Government authorities, Defence Attachés and industry in the pursuance of primary and secondary purposes.
- (2) Approve requests for Out of Hours movements and Restricted Flying & Total Quiet Periods.
- (3) Hold Crypto and Classified Books, which are necessary for the execution of his duties and the needs of the Department.

## OFFICIAL - MANAGEMENT

- b. A member of:
  - (1) Station Flight Safety Committee
  - (2) Squadron Exec's Committee
- c. To hold functional authority over:
  - (1) The Air Operations Manager and Air Operations Watch-keepers (Ops ASST).
  - (2) All personnel working within the Visiting Aircraft Section.

## **ORGANISATION**

### 7. Air Operations Organisation



## **PRINCIPAL TASKS**

- 8. To liaise with Squadron Operations Officers to assist them to achieve their flying programmes within the constraints of the Air Station.
- 9. To produce and promulgate the airfield opening and closing times for Yeovilton and Merryfield.

## **SECONDARY TASKS**

- 10. To produce the 6-monthly signal allocating Mode 2 IFF codes for Yeovilton-based Squadrons and Flights.

## OFFICIAL - MANAGEMENT

11. To be responsible for the compilation of the Stations Hazards and Obstructions database including the promulgation of received data to all Yeovilton Based squadrons and relevant mapping/NOTAM agencies.
12. The setting up of a Search and Rescue Organisation for Operations and exercises as directed by the Command and ongoing incident.
13. To be responsible for the training and development of subordinates, ensuring that all necessary action is taken to meet the training and development needs of individuals, teams and ultimately the Air Ops organisation.
14. To act as the ASIMS Supervisor for Air Operations.
15. Ensure that the principles, processes and practices of Inclusion and Diversity are embedded within all aspects of Air Operations' business, with particular emphasis on ensuring a proactive and positive contribution to the Leadership Challenge of eradicating all forms of bullying and harassment.
16. To conduct general naval and administrative duties as required by Command.

### **QUALIFICATIONS**

Specialisation: ACMN / AC / AH or by exception AWT

Competencies:

Mandatory:

- a. HF and EM Foundation Training.

Preferred:

- a. Computer Literate.
- b. Aviation background.
- c. Experience of working within Operations.

TITLE OF POST: Air Operations Officer  
ESTABLISHED RANK: OR8

As the post holder, I am competent to carry out this role and I have received sufficient training and experience to be able to fulfil my responsibilities with regard to Air Safety.

Post Holder:.....

Name: J Keenan  
Rate: WO1

OFFICIAL – MANAGEMENT

OFFICIAL - MANAGEMENT

DATE: 1 Apr 22

*\*\*delete as appropriate*

As the line manager I accept that this post holder is competent to carry out this role, particularly with regard to Air Safety.

As the line manager I accept that this individual is not yet fully competent to carry out this role, particularly with regard to Air Safety. Any shortfalls in competence and a remedial training plan have been highlighted and documented within these ToRs. I am content that suitable mitigation exists in the interim to minimize the risk to Air Safety.

TOR Agreed:.....

Name: S. Cooke

Rate: Lt Cdr

DATE: 1 Apr 22

OFFICIAL – MANAGEMENT