

**A REWARDING CAREER,
BALANCED BY ISLAND LIVING**



Head of Airfield Operations Isle of Man Airport

Candidate Pack

MEET THE TEAM

Matt Shaw

Operations Director - IOM Airport

Thank you for your interest in the position of Head of Airfield Operations at Isle of Man Airport. This is a pivotal leadership role within our operational structure—one that directly supports the safe, efficient, and compliant delivery of our airfield activities.

With more than 22 years in aviation operations, safety management, and emergency planning, I have seen firsthand that the strength of an airport lies in the professionalism and consistency of its people. Our airfield is at the heart of our operation, and maintaining its integrity requires decisive leadership, sound judgement, and an unwavering commitment to safety and service.

We are seeking a candidate who brings both technical capability and operational awareness, someone who can lead by example, foster strong teamwork, and uphold the standards essential to a safe and resilient airfield environment. This role carries significant responsibility and offers the opportunity to make a meaningful impact on the day-to-day running and long-term performance of the airport.

If you are motivated by challenge, committed to doing things the right way, and ready to contribute to an organisation focused on continuous improvement, I encourage you to explore this opportunity with us.

If you'd like to talk about the role in more details or if you can have any questions, you can reach me at Matthew.shaw@gov.im

Matt Shaw
Operations Director
Isle of Man Airport





ABOUT THE ROLE

We're looking for an experienced aviation professional to lead the day-to-day and strategic operations of our airfield. This is a senior role where you'll shape how we keep aircraft, passengers, and airside teams moving safely and efficiently. Based on the Isle of Man, the role offers a rare combination of a high-responsibility aviation career and a genuinely balanced lifestyle.

Reporting to the Operations Director, the Head of Airfield Operations is responsible for keeping the airfield safe, efficient and ready to operate every day. The role leads both the Airfield Operations and Airfield Electrical teams, combining hands-on day-to-day management with shaping how the airfield operates in the future. With safety at the heart of everything they do, the postholder sets clear standards, leads by example and supports their teams to drive continuous improvement across all airside operations — from safety and compliance to infrastructure availability and overall operational readiness.

Leadership and Team Management

As a passionate and driven leader, you will:

- Lead, manage and develop the Airfield Operations and Airfield Electrical teams to ensure a safe, efficient, and high-performing operation.
- Provide clear direction, support and motivation to drive a positive, accountable team culture focused on safety, service, and continuous improvement.
- Ensure effective workforce planning, including succession planning, recruitment, training, and performance management across the section.
- Oversee the delivery and quality assurance of training and competence programmes for all section staff, ensuring compliance with internal and regulatory standards.
- Maintain a compliant Wildlife Hazard Management Plan and ensure staff competence in bird control and dispersal techniques.
- Promote a culture of collaboration and empowerment, ensuring staff are confident in their roles and aligned with the wider airport vision.

Operational Oversight

Skilled in operational planning, risk management and hazard identification, you will:

- Maintain oversight of all airfield operations, including day-to-day airside activities, electrical systems, infrastructure availability, and operational readiness.
- Manage and audit the Airside Driving and Vehicle Permit Scheme ensuring compliance with local airside traffic rules and applicable regulations.
- Lead the Airfield Work in Progress (WIP) safety process, including approval of Works Instructions, coordination with ATC and communication with contractors.
- Oversee aviation fuel storage and refuelling operations for compliance with safety and regulatory standards.
- Ensure all operations are delivered in accordance with regulatory requirements, safety standards, and business objectives.
- Provide operational leadership during incidents and periods of disruption, ensuring business continuity and minimal service impact.
- Act as document owner for the Aerodrome Manual and Airside Driving Manual and ensure they are kept updated and compliant in accordance with SMS and regulatory requirements.
- Maintain oversight of and provide technical input on all matters relating to aerodrome and aeronautical safeguarding and act as the principal editor of and point of contact for aerodrome and aeronautical data including all data published in the UK Aeronautical Information Publication and to be responsible for responding on behalf of the airport to all planning applications for which the airport is notified and consulted on.
- Maintain oversight of and be responsible for the updating of the following operational manuals and policies: Aerodrome Manual; Airside Driving Manual and associated policies and procedures; Winter Operations Manual and associated policies and procedures; Wildlife and Habitat Management Manual and associated policies and procedures.





Safety, Compliance and Risk Management

With a proven record of managing regulatory compliance in a safety-critical environment, you will:

- Ensure full compliance with CAA, EASA, and aerodrome certification requirements, as well as other statutory and regulatory obligations in addition to environmental requirements for noise, emissions, waste, spill response procedures.
- Lead or contribute to internal and external audits, inspections, and investigations, ensuring preventative and corrective actions are implemented and documented.
- Monitor Mandatory and Voluntary Occurrence Reports (MOR and VOR) and other safety reports to identify trends and implement preventative and corrective actions.
- Oversee the development, submission, and review of Safety Cases in collaboration with the Head of Safety & Compliance.
- Oversee departmental risk assessments and liaise with the Head of Safety and Compliance on mitigation reviews and performance trends.
- Champion a safety-first culture across the airside environment, working with airlines, contractors and other stakeholders to improve safety performance.
- Chair the Local Runway Safety Team, Wildlife and Habitat Management safety and Winter Operations Readiness committees and bring relevant matters from these to the Safety Review Board.

Stakeholder Engagement

As a confident, inclusive and collaborative communicator with excellent interpersonal and influencing skills, you will:

- Act as the main operational interface for airfield matters with airlines, ground handlers, air traffic services, fire and rescue, and other key stakeholders.
- Build strong working relationships with internal sections and external partners to support joint planning, service delivery and customer experience.
- Represent the Airfield Operations section in internal forums and external regulatory inspections or audits, maintaining a high standard of professionalism.

Strategic Planning & Improvement

With innovative and future focused ideas, you will:

- Contribute to the airport's strategic planning, including capacity development, infrastructure investment, and service enhancement initiatives.
- Identify and implement operational improvements, innovation opportunities, and efficiency gains across the airfield environment.
- Deliver and report on performance against departmental KPIs and business plan objectives, ensuring alignment with broader airport goals.
- Support the development of future-proof operational capability through investment in people, systems, and technology.

Budget & Resource Management

With a strong ability to analyse data and performance indicators to drive operational improvement, you will:

- Manage the section's budget and resources effectively, ensuring value for money and alignment with airport priorities.
- Oversee the procurement, performance and compliance of contractors and service providers operating within the airfield environment.
- Ensure departmental resources are used efficiently, and minimum staffing levels are maintained to support continuous operation.



WHAT DO YOU NEED?



Attribute	Essential/ Desirable
Relevant degree or equivalent qualification in aviation operations, engineering or a related field	D
Formal training in airport safety, risk management, or regulatory compliance (e.g. SMS, ICAO or CAA-approved)	D
Evidence of continuing professional development.	E
Substantial experience in a senior airfield or airport operations role at a licenced or certified aerodrome.	E
Proven record of managing regulatory compliance in a safety-critical environment.	E
Experience of leading multidisciplinary teams in an operational setting.	E
Experience with CAA/EASA regulatory frameworks and aerodrome licencing/certification.	E
Experience engaging with airlines, ground handlers and ATC.	E
Strong leadership skills with the ability to motivate, develop and performance manage teams.	E

Attribute	Essential/ Desirable
Skilled in operational planning, risk management and hazard identification.	E
Confident communicator, able to influence and collaborate across departments and with external partners.	E
Able to analyse data and performance indicators to drive operational improvement	D
Proficiency in the use general IT systems i.e. Microsoft Office 365 or equivalent.	E
Committed to safety, professionalism and service excellence as well as fostering and promoting a Just Culture.	E
Resilient and clam under pressure with sound judgement.	E
Inclusive and collaborative with a team-focussed approach.	E
Forward-thinking and proactive with a mindset of continuous improvement; supports and promotes innovation and change.	E
Isle of Man Worker	D
Valid Full Driving Licence	E
Satisfactory Police Check	E
Satisfactory Counter Terrorist Check (to be applied for after appointment)	E



Tony Kirkbright
Manager Of Air Traffic Control

We caught up with Tony about why he loves working as part of the team at the Isle of Man Airport.

Tell us about your job – what do you enjoy most about it?

As Head of Air Traffic Services, my role is fluid and no two days are the same. As part of the senior leadership team, I am involved in many aspects of airport operations, not just my own team.

What does an average day in your role look like?

There isn't really an average day: airports are fabulously dynamic places, and the teams are ready to adapt to whatever the operating day puts our way.

What is your team like to work with?

The teams are enthusiastic and committed, and love working at the airport.

What is the impact of your job on the Isle of Man?

The airport's lifeline role is not lost on anyone who works here, and this gives a very unique sense of purpose to all we do. I am part of the big team that works hard to keep that lifeline available.

Why would you recommend this as a great place to work?

The Isle of Man Airport is remarkable in many ways. But the people who work here are the most remarkable, and make it a great place to work.

A WORKPLACE THAT LOOKS AFTER YOU.



- ✓ Be part of a role where you are **helping and supporting your local community** every day.
- ✓ **Enjoy a competitive salary** that grows every year until you reach the maximum.
- ✓ **Gain transferable skills** such as leadership, teamwork, problem-solving and staying calm in difficult situations.
- ✓ **More take-home pay** – benefit from the Isle of Man’s 21% tax rate, a big difference compared to the UK’s 40%.
- ✓ **Make moving simple** – receive up to £10,000 to help relocate you, your belongings and your family with ease.
- ✓ **Take time for life** with a generous annual leave entitlement.
- ✓ **Explore on two wheels** – after your first year, access our salary sacrifice scheme to buy a bike or eBike and discover the island.
- ✓ **Well-being matters** – enjoy exclusive access to mental health professionals, including free counselling and emotional support whenever you need it.
- ✓ Don’t be charged to park, **free car parking** at our Airport.

A SPECIAL PLACE TO LIVE AND WORK.



The Isle of Man occupies a central position in the Irish Sea and the British Isles - between England and Ireland. The Island is accessible by sea and by air, with over 200 weekly flights off Island.

The Island is blessed with an extensive coastline, stunning natural landscapes and unspoilt beaches and is a popular holiday destination. Measuring 33 miles long and 13 miles wide, with a population of over 80,000 people, the Island has a diverse landscape, including glens, forests and beaches.

The Isle of Man is a self-governing country, but has always had and continues to have very strong ties to the UK. The Island offers an excellent education and an NHS style free healthcare system.

The Island has a strong national Manx identity and culture that is community spirited and celebrated with cultural, food and drink and sporting festivals throughout the year including the world renowned TT races and the Manx Telecom Parish Walk.

Those living in the Island benefit from an unbeatable quality of life and great lifestyle opportunities. The Island is one of the safest places to live in Europe and is the only Island Nation in the world to be awarded UNESCO Biosphere status, making it a truly unique location to live and work.

All the information you could need on the Isle of Man is available for you at www.locate.im.

LOCATE 
ISLE OF MAN



OUR VALUES

Throughout the Department of Infrastructure we are committed to 6 core values;

Customer Service – we are considerate and treat our customers as we would like to be treated ourselves.

Communication – we ensure that everyone has a way to hear and be heard. We listen and are listened to.

Respect – we appreciate the views and skills of others, recognising that people are different.

Teamwork – we take pride in being part of a team that works together to deliver high quality services to high standards.

Recognition – we treat people fairly, praising a job well done. We are caring and supportive of each other.

Trust – we trust and encourage each other to be the best we can be without unnecessary restraint, giving support where needed.



WORK-LIFE BALANCE ACHIEVED.



Get in touch today



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