The J.A. Douglas McCurdy Sydney Airport Invites Applications for Chief Executive Officer

Position

The Chief Executive Officer (CEO) has primary responsibility for the efficient and effective operation and administration of the J.A. Douglas McCurdy Sydney Airport, a Class 3 Airport. The CEO will:

- Provide leadership and management of all aspects of the Sydney Airport to achieve the mission, strategy and goals of the organization.
- Provide direction for all functions and activities of the Airport and its facilities, including Operations, Maintenance, Aircraft Rescue and Firefighting (ARFF), Marketing, Regulatory Compliance, Administration, and Capital Projects.
- The CEO will monitor the industry legislative landscape, participate in collective bargaining and may be required to perform various administration, marketing, property management, and technical duties personally.
- Manage programs to ensure compliance with policies, procedures and regulations governing operation of the Airport.
- Ensure the Sydney Airport's Security Program and the Safety Management System are effectively managed. The CEO is responsible for public and aviation safety at the airport and is the Accountable Executive for the airport's Safety Management System.
- Oversee the management of the airport's capital improvement projects. Oversee capital project funding applications.
- Oversee all real estate leases. Negotiate with tenants, concessionaires and other users of the airport facilities.
- Prepare an annual Operating Budget and Five Year Capital Plan in collaboration with the applicable managers for approval by the Board of Directors.
- Review monthly financial reports. Seek and pursue revenue generating opportunities while controlling all expenditures to ensure the long-term financial viability of the airport.
- Promote, develop and encourage commercial air service development, charter service, general aviation and aviation-related industries at the Sydney Airport. Market the Sydney Airport and its facilities.
- Represent the Sydney Airport in matters involving government and other segments of the aviation industry.
- Report to the Board of Directors through verbal and written reports, spreadsheet analysis and electronic presentations. Work with the SAA Board Chairman and Committee Chairs to set agenda items for Board and Committee meetings. Prepare the Board and Committee meeting material.

Qualifications

- Ideally, the candidate will have a working knowledge in areas of Aviation, Personnel Management, Financial Management, Collective Bargaining, Public Relations, Aircraft Rescue and Firefighting, and Property Management, and the knowledge acquired through years of practical experience in aviation and aviation-related industries.
- Post-secondary degree from an accredited university or college. Completion of the Accredited Airport Executive (A.A.E.) Program is considered an asset.
- Computer based office administration practices. Demonstrable proficiency in use of the internet, Microsoft Office Word, Excel, PowerPoint, Outlook. Proficiency in digital marketing is considered an asset.
- Candidates who are short-listed must provide a Criminal Records Search (Can be obtained through Police Services) and pass the airport's security requirements.

Salary

- Compensation comparable to other small airports and commensurate with experience.

How to Apply

- Interested applicants can apply confidentially by submitting a cover letter and resume electronically along with copies of Degrees, Certificates or Diplomas to:

  Selection Committee, CEO Position
  JA Douglas McCurdy Sydney Airport
  SelectionCommittee@sydneyairport.ca

- Deadline for applications: Friday, March 24, 2017
- While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

JA DOUGLAS McCURDY SYDNEY AIRPORT

Your Cape Breton Island Gateway