

# Job Specification

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## Operations Manager

**Responsible to:** Operations Director

**Hours of work:** 37 hours per week

**Grade of post:** Senior

**Salary:** To be agreed

**Work location:** Oakley, Bedford

### Role Purpose:

The ideal candidate will be an innovative thinker with a hands-on approach and the proven ability to manage complex projects through to successful conclusion. Keen to get involved in all aspects of managing and leading a series of flight and field trials involving unmanned systems, be passionate about your subject and deliver to an excellent standard.

The ability to manage stakeholder expectations and timely project delivery is essential. Ideally, you will have up to date technical knowledge including flight safety management systems, UAS regulatory framework development, operational workflow management, risk management, training design, and delivery, combined with excellent communication skills and attention to detail.

A certain amount of travel will be necessary to successfully carry out this role.

### Key Responsibilities

- Regulatory framework liaison and safety case development.
- Trials management.
- Project management.
- Development, implementation and continuous improvement of internal training systems.
- Support bid activities from initiation, preparation to submission.
- Provide technical advice on tactical employment, regulation & safety.
- Build strategic relationships.
- Cooperative teamwork across all disciplines.
- Support sales and marketing activities.
- General tasks related to business delivery.

## **Other Duties and Responsibilities**

- To actively participate in Blue Bear's Performance Management Scheme.
- To undertake such other duties and responsibilities as may be reasonably required within the grade and level of the post.
- You will be expected to perform different tasks as necessitated by your evolving role within the company and the overall business objectives of the company. Some travel within the UK may be required.

## **Equality and Diversity**

We are committed to the promotion of equality of opportunity in all of our activities and to encouraging access to our organisation from all groups irrespective of the equality strands. We are working to create an environment in which cultural diversity and individual difference are positively valued in an atmosphere free from harassment and discrimination. We take our legal and moral obligations with respect to equal opportunities seriously and welcome dialogue with individuals on ways in which our equal opportunities policies and practice can be enhanced.

## **Health and Safety**

The organisation together with the assistance of all employees are fully committed to developing a positive safety culture.

We encourage and support employees becoming involved in and participating in health, safety and welfare matters. Our goal is to motivate and empower all employees to work safely and protect their long-term health, not simply to avoid accidents.

## PERSON SPECIFICATION

<b>Knowledge, Experience and Qualifications</b>			
<i>Essential:</i>	<b>S/L</b>	<b>I</b>	<b>A</b>
• Knowledge of operating UAS/UAVs and applicable Regulatory knowledge	<b>X</b>	<b>X</b>	
• Test and evaluation	<b>X</b>	<b>X</b>	
• Trials management experience	<b>X</b>	<b>X</b>	
<i>Desirable:</i>			
• UAS Pilot	<b>X</b>		
• Manned Aviation operations	<b>X</b>		
• Conops development	<b>X</b>		
• NQE Development	<b>X</b>		
• Relationship building with staff/clients/Stakeholders	<b>X</b>	<b>X</b>	
• RF communications and other specialist electronics	<b>X</b>		
• Quality Management (ISO9001, AS9100)	<b>X</b>		
• Training design & delivery	<b>X</b>	<b>X</b>	
• Health, Safety and Environment experience (IOSH,NEBOSH or equivalent)	<b>X</b>	<b>X</b>	
<b>Personal/Behavioural Attributes</b>			
<i>Essential:</i>	<b>S/L</b>	<b>I</b>	<b>A</b>
• Working as part of a team/senior management team	<b>X</b>	<b>X</b>	
• Good analytical and communication skills		<b>X</b>	
• Strong leadership competencies		<b>X</b>	
• Excellent verbal and written communication skills		<b>X</b>	
• Excellent organisational skills		<b>X</b>	
• Excellent problem-solving skills		<b>X</b>	
• Excellent IT skills	<b>X</b>	<b>X</b>	
<b>Subject to</b> security vetting to a minimum SC level will be required, this will be conducted within 3 months of the start date or transferred from an existing sponsor.			

**S/L = Short Listing    I= Interview    A=Assessment**