



**NIGERIAN CIVIL AVIATION AUTHORITY**  
AVIATION HOUSE  
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**SAMPLE JOB DESCRIPTION FOR A SAFETY MANAGER**

**1. OVERALL PURPOSE**

*The safety manager is responsible to the accountable manager for providing guidance and direction for the planning, implementation and operation of the organization's safety management system (SMS). The safety manager provides SMS-related services to the certificated, non-certificated and third-party areas of the organization that are included in the SMS and may have delegated responsibilities on behalf of persons holding positions required by regulations.*

**2. KEY ROLES**

**Safety advocate:**

- *Demonstrates an excellent safety behaviour and attitude, follows regulatory practices and rules, recognizes and reports hazards and promotes effective safety reporting.*

**Leader:**

- *Models and promotes an organizational culture that fosters safety practices through effective leadership.*

**Communicator:**

- *Acts as an information conduit to bring safety issues to the attention of management and to deliver safety information to the organization's staff, contractors and stakeholders.*
- *Provides and articulates information regarding safety issues within the organization.*

**Developer:**

- *Assists in the continuous improvement of the hazard identification and safety risk assessment schemes and the organization's SMS.*

**Relationship builder:**

- *Builds and maintains an excellent working relationship with the organization's Safety Action Group (SAG) and within the Safety Services Office (SSO).*

**Ambassador:**

- Represents the organization on government, international organization and industry committees (e.g. NCAA, ICAO, IATA, AIB, etc.).

**Analyst:**

- Analyses technical data for trends related to hazards, events and occurrences.

**Process management:**

- Effectively utilizes applicable processes and procedures to fulfil roles and responsibilities.
- Investigates opportunities to increase the efficiency of processes.
- Measures the effectiveness and seeks to continually improve the quality of processes.

### **3. RESPONSIBILITIES**

Among other duties, the safety manager is responsible for:

- Managing the operation of the safety management system;
- Collecting and analysing safety information in a timely manner;
- Administering any safety-related surveys;
- Monitoring and evaluating the results of corrective actions;
- Ensuring that risk assessments are conducted when applicable;
- Monitoring the industry for safety concerns that could affect the organization;
- Being involved with actual or practice emergency responses;
- Being involved in the development and updating of the emergency response plan and procedures; and
- Ensuring safety-related information, including organizational goals and objectives, are made available to all personnel through established communication processes.

### **4. NATURE AND SCOPE**

The safety manager must interact with operational personnel, senior managers and departmental heads throughout the organization. The safety manager should also foster positive relationships with the NCAA, other agencies of the Federal Government and product and service providers outside the organization. Other contacts will be established at a working level as appropriate.

### **5. QUALIFICATIONS**

To qualify as a safety manager a person should have:

- Full-time experience in aviation safety in the capacity of an aviation safety investigator, safety/quality manager or safety risk manager;
- Sound knowledge of the organization's operations, procedures and activities;
- Broad aviation technical knowledge;

- *An extensive knowledge of Safety Management Systems (SMS) and have completed appropriate SMS training;*
- *An understanding of risk management principles and techniques to support the SMS;*
- *Experience implementing and/or managing an SMS;*
- *Experience and qualifications in aviation accident/incident investigation and human factors;*
- *Experience and qualifications in conducting safety/quality audits and inspections;*
- *Sound knowledge of the relevant aviation regulatory frameworks including the Nig. CARs, Civil Aviation Act, 2006 and the ICAO Standards and Recommended Practices (SARPS);*
- *The ability to communicate at all levels both inside and outside the company;*
- *The ability to be firm in conviction, promote a “just and fair culture” and yet advance an open and non-punitive atmosphere for reporting;*
- *The ability and confidence to communicate directly to the accountable manager as his advisor and confidante;*
- *Well-developed communication skills and demonstrated interpersonal skills of a high order, with the ability to liaise with a variety of individuals and organizational representatives, including those from differing cultural backgrounds; and*
- *Computer literacy and superior analytical skills.*

#### **6. AUTHORITY**

- *Regarding safety matters, the safety manager has direct access to the accountable manager and appropriate senior and middle management.*
- *The safety manager is authorized under the direction of the accountable manager to conduct safety audits, surveys and inspections of any aspect of the operation in accordance with the procedures specified in the SMS documentation.*
- *The safety manager is authorized under the direction of the accountable manager to conduct investigations of internal safety events in accordance with the procedures specified in the organization’s SMS documentation.*
- *The safety manager should not hold other positions or responsibilities that may conflict or impair his role as an SMS/safety manager. This should be a senior management position not lower than or subservient to the production or operational functions of the organization.*