



**St Helena
Government**



**ST HELENA
AIRPORT**

AIRPORT DIRECTORATE CIRCULAR

Circular No:	1/2017
Date:	6 th February 2017
Circulation	General
Subject:	Changes within the Airport Directorate

Dear Colleagues,

1. The Airport Directorate

There have been a number of recent staff changes within the Airport Directorate.

The Airport Directorate has responsibility for both ongoing construction works (e.g. the fuel systems in Rupert's, the Airport Access Road, etc) as well as contract management and facilitation of ongoing airport operations.

The specific roles and responsibilities within the Airport Directorate are shown in the table overleaf. Our organogram is also attached for information.

We look forward to your continued support going forward.

Tina Johnson
Office Manager

Table Showing Airport Directorate Roles & Responsibilities

	<p>Airport Director Job Purpose - co-ordinate delivery of all ongoing airport related construction works. Co-ordinate delivery of all SHG requirements in airport operations phase</p>	<p>Janet Lawrence Email: janet.lawrence@sainthelena.gov.sh Tel: +290 22477</p>
<p>Airport Development Section</p>	<p>Project Manager (Construction) Job Purpose - co-ordinate delivery of all ongoing airport related construction works. Co-ordinate delivery of all SHG requirements in airport operations phase</p>	<p>Lee McMahon Email: Lee.McMahon@sainthelena.gov.sh Tel: +290 22721</p>
	<p>Project Manager (Environment) Job Purpose - SHG Environmental Lead for all airport related construction works</p>	<p>Currently Vacant Please direct any enquiries to Janet Lawrence</p>
	<p>Project Manager (Rupert's) Job Purpose - facilitation of airport related construction works in Rupert's (Wharf, Sea Rescue Facility, Access Road, Fuel Systems, etc), co-ordinating these alongside related development in Rupert's</p>	<p>Tracey Williams Email: tracey.williams@sainthelena.gov.sh Tel: +290 22721</p>
<p>Airport Operations Section</p>	<p>Airport Contracts Manager Job Purpose - delivery of SHG responsibilities with respect to airport operations phase</p>	<p>Post currently being advertised Please direct any enquiries to Janet Lawrence</p>
	<p>Deputy Airport Contracts Manager Job Purpose - support the ACM in the facilitation of airport operations, with particular focus on the Air Services Agreement and the Operations Phase of the DBO Contract with Basil Read</p>	<p>James Kellett Email: james.kellett@sainthelena.gov.sh Tel: +290 22721</p>
	<p>Contract Support Manager Job Purpose - support the ACM in the facilitation of airport operations, with particular focus on the Fuel Management Contract, Met Services Contracts and Airport Website Contract</p>	<p>Tessa Roberts Email: tessa.roberts@sainthelena.gov.sh Tel: +290 22721</p>

Support Section	<p>Office Manager Job Purpose - overall responsibility for all office management functions for the Airport Directorate. This includes all administration, finance, human resources and procurement functions as well as project monitoring (Risks and Issues Registers etc)</p>	<p>Clare O'Dean Email: access.officemanager@sainthelena.gov.sh Tel: +290 22494</p>
	<p>Admin Assistant Job Purpose - Assist the Office Manager in all support and office management functions within the Airport Directorate</p>	<p>Suelaine Crowie Email: suelaine.crowie@sainthelena.gov.sh Tel: +290 22494</p>
	<p>Clerk Job Purpose - responsible for providing financial and administrative support to the Airport Directorate</p>	<p>Dayna Henry Email: dayna.henry@sainthelena.gov.sh Tel: +290 22494</p>