



Chief of Staff

About Airbox Systems

Airbox Systems is the leading comprehensive situational awareness tool for elite professionals. Launched in 2008 with a core mission to help save lives and support those in the operational field, Airbox Systems holds interoperability at its heart. Bringing together all of the emergency response units across the country the hope is to enable these operators through a clear and comprehensive situational awareness software.

Driven by passion and great people who share our enthusiasm for trying to make the world a better place, our team includes individuals with backgrounds in military, aviation and law enforcement. Bringing first hand insight of frontline operations in the air and on the ground to enable cutting edge concepts for improving the service that we deliver.

The suite of situational awareness tools can be used across web, desktop, and mobile applications, using the latest technologies. These are designed for planning, execution and after action review, and are trusted by Law Enforcement, Military, Special Forces, Search & Rescue, Fire and Medical Emergency Services around the world.

Job Purpose

As the Chief of Staff to the CEO, you will be at the right hand of the CEO and the centre of Airbox, accountable for delivering our vision. This is a role that is about helping the company and its people to realise potential.

We have an ambitious goal to be the organisation that enables emergency services to share information more effectively and thereby helps to save lives and deliver better outcomes. We are growing fast and are at a stage where we need to bring in the next level of governance to allow us to keep delivering effectively as a larger organisation.

You will work with the executive team to deliver critical projects and strategic initiatives. As Chief of Staff, you will get visibility across the business and the broader world of clients (public and private sector), our user community, Board and executive teams.

This is a role with a lot of genuine responsibility. The successful candidate will be very good with people, bright and energetic.

Key Accountabilities

You will be accountable for:

- Collaborating with people across the company to drive impact and help unblock complex challenges
- Supporting better business decisions by managing competing priorities, allocating critical tasks and solving for multiple stakeholders
- Ensuring that the CEO is well prepared for meetings and kept informed.
- Sitting in on meetings on behalf of the CEO when required
- Ensuring communication across the business.
- Promoting accountability across the senior management team.
- Helping formulate strategic projects and executing against them.
- Undertaking ad-hoc projects for the CEO and executive team.
- Staying close to data on our performance and understanding what sits behind them.
- Programme management, which involves duties on a weekly, monthly, and quarterly basis.

Knowledge & Experience Required

Knowledge, Skills, and Abilities

- Highly analytical and think quantitatively - you should be comfortable with spreadsheets and other analytics tools.
- Someone with at least 10+ years of experience in driving outcomes where influence and consensus building is key; or equivalent experience in a high-pressure environment.
- A problem solver who has demonstrated that they can take initiative and improve the way things are done.
- Great at stakeholder management and able to thoughtfully and constructively challenge the people you work with.
- Experienced with budget management and comfortable with reading financial statements.
- An excellent communicator
- Strong communication, numeracy, and IT fluency
- Knowledge of the ES industry and its current pressures
- The ability to handle pressure and meet deadlines
- Excellent time management and organisation

Personality/Motivation

- Must have excellent interpersonal skills and emotional intelligence
- Must be organised, detail-oriented and thorough.
- Must be an active listener
- Ability to work under pressure

The role favours a graduate or professionally qualified candidate. However, more important is someone who is bright, curious, understands business and people and who can show passion for our mission.

Experience of working in an organisation going through change and experience of delivering a vision are important.

This is a full-time post that requires commitment and availability. Candidates will be expected to travel periodically with the CEO. Candidates will be required to attend the head office at Wantage for approximately 3 days per week

Airbox Systems is an equal opportunity employer. We are committed to building a team which represents a variety of backgrounds, perspective and skills.