

POSITION DESCRIPTION



www.bendigo.vic.gov.au

POSITION TITLE & NUMBER:	Bendigo Airport Operations Officer (#756)
EMPLOYMENT STATUS:	Part time (0.4 FTE), Ongoing
CLASSIFICATION:	Operational Band 4
FULL TIME STARTING SALARY:	\$67,837 (incl industry allowance) (pro rata) plus superannuation
UNIT:	Economic Development

APPLICATION GUIDELINES

Please submit a cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.

THE CITY

Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future. The City works in partnership with our community to move toward this vision and deliver the Greater Bendigo Council Plan (Mir wimbul).

We are a values driven Organisation and committed to embracing diversity, flexibility and supporting employee training and development. The City provides a safe, inclusive and team orientated work place where people perform at their best. Further information is found at the [City of Greater Bendigo website](http://www.bendigo.vic.gov.au)

THE UNIT

The Economic Development unit looks to improve the standard of living within Greater Bendigo, through the creation and retention of jobs, the support of innovation, building wealth and prosperity and a better quality of life. The unit also incorporates the day to day operations and guides the strategic direction of the Bendigo Airport and Bendigo Livestock Exchange and leads the organisation's business partnerships and relationships with the Bendigo Stadium, Golden Dragon Museum and Bendigo Heritage Attractions.

POSITION OBJECTIVE

- To ensure the Bendigo Airport is meeting the legislative and maintenance requirements.
- To ensure all Regular Passenger Transport services operate effectively and efficiently at Bendigo Airport.

KEY RESPONSIBILITIES AND DUTIES

- Assist in formulating workplace initiatives and achieving successful outcomes to maintenance related issues.
- Record and manage checklist systems that are in place and report any deficiencies.
- Ensure accurate record keeping of operational activities that have occurred.
- Effectively implement the Bendigo Aerodrome Manual in accordance with established procedures and compliance with CASA requirements.
- Support all operational functions including safety, responding to incidents, emergencies and call outs, undertaking security and grounds maintenance to ensure compliance with regulatory requirements, policies, standards and practices.
- Provide support to other team members responsible for airport operations and maintenance.
- Assist in implementing Fees and Charges at the aerodrome, including undertaking parking inspections of aircraft and vehicles, identifying aircraft avoiding fees, and performing administration duties.

Our Values & Behaviours



- Supervise the Regular Passenger Service flights and complete associated tasks including cleaning of the terminal building, managing security, directing boarding and disembarking passengers and providing customer service.
- Provide support services as required at the Bendigo Livestock Exchange including but not limited to incidents and emergencies.

SKILLS AND ATTRIBUTES

Technical/specialist skills:	Buildings and ground maintenance, airport operations, administration skills, handyman skills, occupational health and safety
Personal attributes:	Communication, teamwork, adaptable, time management, problem solving

ORGANISATIONAL RELATIONSHIPS

Reports to:	Bendigo Airport Manager
Supervises:	Nil
Internal Liaisons:	Staff members and other City employees
External Liaisons:	Service authorities, contractors, general public, customers and external suppliers

ADDITIONAL INFORMATION

- A satisfactory Police Record Check, Red Aviation Security Identification Card and evidence of any required vaccinations is required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.
- You will be required to pass a Drug and Alcohol test to obtain employment and continue to adhere to our Drug and Alcohol Management Plan for the duration of your employment.
- You will be required to complete the following training.
 - Airport Reporting Officer and Works Safety Officer
 - Aeronautical Radio Operator Certificate

QUALIFICATIONS

- Trade Certificate or equivalent and/or knowledge and skills applicable to airport operations and associated works or a related trade certificate.

KEY SELECTION CRITERIA

- Demonstrated knowledge and understanding of Airport operations and the ability to quality control techniques and solve problems.
- Demonstrated ability to effectively maintain a safe and efficient worksite, including an understanding of Occupational Health & Safety principles and practices and environmental techniques.
- An effective team player, along with the ability to work cooperatively and positively in a sensitive and confidential environment.
- Excellent customer service skills including the ability to deal with difficult customers.
- Skills in managing time and planning and organising one's own work.

BAND 4 OPERATIONAL CLASSIFICATION DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Ability to perform work under general supervision.
- Accountable for the quality, quantity and timeliness of one's own work in so far as available resources permit, and for the care of assets entrusted to them.
- Ability to exercise discretion within standard practices and processes, undertaking and implementing quality control measures.
- Exercise high precision trade skills using various materials and/or specialised techniques.
- Responsible for providing direction, leadership and on-the-job training to supervised employees or groups of employees as required.
- May be accountable for ensuring that all employees under one's direction are trained in safe working practices and in the safe operation of equipment and made aware of all occupational, health and safety policies and procedures.

JUDGEMENT & DECISION MAKING:

- Work objectives are well defined but there is a requirement to make decisions regarding the method, process of equipment to be used by selecting from a range of available alternatives.
- Quantification of the amount of resources needed to meet work objectives may be required.
- Guidance and advice are always available within the time available to make a choice.

SPECIALIST SKILLS & KNOWLEDGE:

- Require proficiency in the operation of more complex equipment or knowledge of the use of plant which requires the exercise of judgement or adaption.
- Understanding and application of quality control techniques.
- Ability and skills to provide basic training in the post-trades or specialist disciplines either through formal training programs or on-the-job training.
- Require a thorough understanding of the relevant technology, procedures and processes used within the work unit.
- Highly skilled in horticultural work.
- Safe and competent operation of very heavy mechanical plant.

MANAGEMENT SKILLS:

- Ability to work with sufficient freedom to plan one's own work.
- Ability to provide supervision by assisting other employees in their tasks where required.
- Knowledge of personnel policies and practices applicable to the work performed and supervised employees.

INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Sound written and verbal communication skills with clients, other employees and members of the public.
- Ability to resolve minor problems.
- Ability to gain co-operation and assistance from members of the public and other employees in the performance of well-defined activities.
- Ability to record accurate notes and proven skills in writing reports in one's own field of expertise.