

## Position Description

<b>Position Title:</b>	<b>Airport Coordinator</b>
<b>Responsible to:</b>	<b>Airport Operations Lead</b>
<b>Directorate:</b>	<b>Corporate</b>
<b>Award/Classification:</b>	<b>South Australian Municipal Salaried Officers Award – Level 4</b>
<b>Category of Employment:</b>	<b>Full-Time</b>

### Objectives of the Position:

The operation of the Whyalla airport, as a tier 2 airport requires the incumbent to facilitate the following objectives:

- Focus on day-to-day operations to ensure compliance with regulatory bodies and all relevant legislation.
- Under the direction of the Airport Operations Lead, maintains key relationships and regulatory requirements associated with the Whyalla Council Airport as a Tier 2 screening airport.
- Work with Council's Airport Reporting Officers as needed e.g. education and training, mentoring, and relief duties.

### Key Purpose and Responsibilities:

Primary Purpose	Responsibilities
Key relationships	<ul style="list-style-type: none"> <li>• Contribute constructively to Whyalla Council's culture and the Whyalla Airport team.</li> <li>• Develop strong working relationships with internal and external stakeholders.</li> </ul>
Airport Operations	<ul style="list-style-type: none"> <li>• Under the direction of the Airport Operations Lead, <ul style="list-style-type: none"> <li>- Mentor and advise staff allocated to Airport services in respect to maintenance and administrative activities, ensuring the efficient and safe running of the Whyalla Airport in accordance with the relevant regulations and Council Policy and Procedure.</li> <li>- Coordinate maintenance to ensure aerodrome compliance with regulatory bodies e.g. CASA, Home Affairs.</li> <li>- Assist with the daily operation and training requirements at the aerodrome including ARO/WSO responsibilities and functions.</li> <li>- Ensure coordination of operations for flights to operate safely at the aerodrome.</li> <li>- Ensure industry compliance with legislation and manage key relationships with Home Affairs, Civil Aviation Authority (CASA) and other regulatory bodies associated with airport operations.</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"> <li>• Assist the Airport Operations Lead with the maintenance of the Airport Programs and documentation in line with regulatory requirements including but not limited to: <ul style="list-style-type: none"> <li>- Airport Safety Management System (SMS)</li> <li>- Drug and Alcohol Management Plan (DAMP)</li> <li>- Airside Driving Register</li> <li>- Airport Manual</li> <li>- Airport Emergency Plan</li> <li>- WHS Register</li> <li>- Transport Security Program</li> <li>- Wildlife Hazard Management Plan</li> <li>- Airport Key Register</li> <li>- Airport ASIC Register</li> <li>- Aviation Fuel Facility Register</li> </ul> </li> <li>• In full consultation with the Airport Operations Lead <ul style="list-style-type: none"> <li>- Review required documentation and procedures as determined by CASA, Home Affairs, Air Services Australia and relevant Acts, Regulations and Codes to ensure ongoing compliance.</li> <li>- Provide reports as necessary to the Airport Operations Lead.</li> <li>- Undertake emergency planning aspects as and when required.</li> <li>- Issue pavement concessions, airside access permits and other concessions/permits as required in line with safety requirements.</li> <li>- Exercise relevant statutory powers, obligations, and authorised / delegated authority as required.</li> <li>- Ensure independent auditing of the Transport Security Program biannually, responding to findings as required.</li> <li>- Maintain an effective communication process to ensure all relevant stakeholders are informed of developments and responsibilities regarding airport activities and security.</li> <li>- Maintain and review management information systems for monitoring and reporting on Airport performance.</li> <li>- Oversee, maintain, implement, and evaluate Airport security measures in accordance with Aviation regulations.</li> <li>- Ensure the Airport Operations Lead (SCO) is informed of security breaches and assist with investigation if required.</li> <li>- Assist Airport Operations Lead to oversee and manage the contract between Council and the provider of security screening services, ensuring key deliverables are met.</li> <li>- Facilitate any necessary audits as required by internal and external agencies.</li> <li>- Monitor Aviation Security Identification Card distribution.</li> <li>- Assist with any security investigations in conjunction with SAPOL as necessary.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>- Relief duties of Aerodrome Reporting Officer for any work undertaken “airside” by contactors or Council employees.</li> <li>- Attend incidents and emergencies; attend to associated duties.</li> </ul>
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The employee may be required to undertake other duties and functions from time to time as provided by Management within their level of skills, competence, and classification.

*Indicators and responsibilities to be reviewed on a regular basis and are subject to change.*

### Position Criteria:

#### Essential Criteria:

- Knowledge of Airport Security requirements and relevant legislation including a thorough knowledge of the Civil Aviation Authority Regulations and Practices and Aviation Transport Security Regulations
- Qualification as Airport Reporting and Works Safety Officer
- Current ASIC Card (noting this encompasses a national police security check)
- Well-developed planning and management skills
- Experience with general maintenance activities including the operation of plant and other equipment
- High Level Interpersonal Skills
- Complex problem-solving capability
- Computer Literacy
- Demonstrated commitment to WHS and Risk Management
- Drivers Licence

#### Desirable Criteria:

- 5 years’ experience in a like role
- Project management qualifications and experience

### Required Values and Behaviours:

The commitment required of this position is in accordance with our Fair Treatment Principles and Expectations.

The employee will actively support and contribute, through their behaviours, to the Whyalla City Council’s Values

### Behavioural expectations that support our values include but are not limited to:

- Ensure that activities are aligned to Council’s objectives, fostering a culture of continuous improvement and excellence, recognising achievement and innovation.
- Ensure that the values and behaviours of the Whyalla City Council are embedded in all actions.
- Ensure a customer-focused, accountable, and responsive service delivery to customers, adapting style and service delivery where required.
- Ensuring productive relationships with stakeholders (internal and external) are maintained, including being empathetic, listening to, and understanding our customers and employees.



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- Ensuring any decisions or actions are in accordance with good governance, legislative requirements, and delegations / authorities.
- Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.
- Maintain currency within professional field including ensuring that any applicable Legislative / Regulatory changes affecting the way in which work is undertaken is regularly researched and where necessary acted upon to ensure Council compliance.
- Ensuring all activities undertaken for Council comply with the State Records Act 1997 including the consistent utilisation of the City of Whyalla Records Management Systems.
- Compliance with all Council Policies, Procedures, and documented practices.
- Maintaining involvement in appropriate professional associations, licences, and accreditation in line with expectations of the role.
- Commit to professional development to enhance knowledge and self-management capability.
- This position may have delegated financial responsibility pertaining to their functional area/s, where applicable the incumbent has a responsibility to ensure they are acting within their delegated authority.

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### Special Conditions:

The employee will be required to work outside of normal business hours in full consultation with the Manager and in order to perform the position.

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### Acknowledgement:

I have read and understood the requirements, responsibilities, and accountabilities of the role as outlined in this Position Description. I understand that this position description may be further reviewed at a future date in consultation with each of the undersigned parties.

Employee Name:	Signature:	Date: ____ / ____ / ____
Coordinator / Manager:	Signature:	Date: ____ / ____ / ____

Airport Coordinator V3 Date: 03/2024

