

POSITION DESCRIPTION

Position Title:	Manager Airport Strategy and Operations	Position Code:	3-MASO
Division:	Organisational Performance	Grade:	Total Remuneration Package
Location:	Dubbo	Hours/Week:	35
Reports to:	Director Organisational Performance		
No. Direct Reports:	2	No. Indirect Reports	4

Primary Purpose of Position

The primary function of the Manager Airport Strategy and Operations is to plan, direct, and coordinate the operations, construction, and maintenance of Dubbo Regional Airport Precinct and Wellington Aerodrome and Recreation Park in accordance with State and Federal rules, regulations and policies to ensure safe, secure and compliant operation.

Through implementation of a Business Plan, the Manager Airport Strategy and Operations will provide input to the sale or lease of aviation related land. For airside based activities, the Manager Airport Strategy and Operations is responsible for business management, profitability and future development of operational and airport related business activities and capital expenditure. Driving strong commercial and operational approaches for financial sustainability of the airports.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Strategic	<ul style="list-style-type: none"> • Development and updating of the strategic business plan that identifies ongoing commercial growth of the Airport whilst ensuring all operational, safety and statutory responsibilities of the Airport are met. • Identify opportunities for further route development including the need for any enabling infrastructure. • Recognise and capitalise on opportunities for the commercial development of the airport including the project management of associated capital works. • Assist in the preparation of the Asset Management Plan in order to support agreed levels of service and identify the required levels of capital expenditure. • Input into the development and maintenance of strategic land use plans and policies around the Dubbo Regional Airport and Wellington Aerodrome. • Consideration of development proposals for land around the Dubbo Regional Airport and Wellington Aerodrome on an ad hoc basis.

Key Accountabilities / Duties	
Compliance	<ul style="list-style-type: none"> • Oversee operations of the Airport for compliance with all relevant legislation, regulations and Civil Aviation Authority advice (ie. CASA Manual of Standards Pt. 139, ICAO standards and notes where relevant, Transport Security Act 2004 and the Transport Security Regulations 2005 etc.). • Ensure that all necessary audits, surveys and inspections are undertaken to ensure compliance with all regulations (ie. Airport Technical Inspection, (OLS) Survey, R-NAV Inspections, Runway Lighting Inspection, Emergency Exercise etc.).
Financial	<ul style="list-style-type: none"> • Prepare annual operating and capital expenditure budgets for planned infrastructure works. • Provide a Long-Term Financial Plan that reflects the revenue, operating expenditure and capital works identified within the Business Plan. • Coordinate and facilitate on all airport matters and planned infrastructure works including the provision of consultant advice where specialist knowledge is required. • Prepare a monthly report monitoring revenue and expenditure against budget and the progress of works against plan; advising of any changes necessary to return to program. • Prepare necessary reports to advise the status of and/or to acquit any grant funding. • Annually review Fees and Charges and where necessary conduct negotiations with airlines and other stakeholders
Business Management	<ul style="list-style-type: none"> • Pro-actively market the airport's facilities and potential to current and future stakeholders. Identify opportunities for cost savings and revenue growth together with suitable funding sources. • Where appropriate, negotiate and enter into leases for aviation related land. • Assist in the development of business cases to support grant funding applications and coordinate any application support including an internal team or consultant assistance. • Participate in annual internal audits and establish such other audit systems or programs as may be necessary to ensure consistent quality and effectiveness. • Create, monitor and drive reporting systems to analyse and measure business performance that including customer satisfaction. • Ensure that airport registers and activity logs (both hard copy and electronic) are maintained along with annual reviews, reports, inspections and surveys.
Relationships and Customers	<ul style="list-style-type: none"> • Develop a team culture of customer service. • Establish and maintain mechanisms for stakeholder and community engagement including regular reporting on customer service and airport usage.

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	<ul style="list-style-type: none"> • Ensure the appropriateness and timeliness of responses to both internal and external customer requests. • Liaise, maintain and develop relationships and opportunities with key stakeholders at the Dubbo Regional Airport including Royal Flying Doctor Service, Rural Fire Service, current and potential Airline services.
Security, Compliance and Inspection	<ul style="list-style-type: none"> • Develop and maintain a plan for ensuring that Dubbo Regional Airport meets the requirements of the Transport Security Act 2004 in relation to carrying out passenger screening and checked Bag Screening (CBS) following the amendments to the Transport Security Act 2004. • Manage and maintain the operation of a Security Screening and inspection regime at the Dubbo Regional Airport to ensure security compliance with Transport Security Act 2004 and Transport Security Regulations 2005 is maintained. • Coordinate and undertake annual reviews/audits of security compliance and inspection or as issues arise, ensuring audit findings are acted upon and implemented. • Liaise and consult with other regional airports, suppliers, airlines, and government agencies to gain knowledge, and improvement ideas to effectively manage ongoing screening processes and security compliance • Ensure Airport staff are aware of Department of Infrastructure inspection requirements, outlined in the Dubbo Regional Council Transport Security Programme. • Oversee the preparation of a check list specifically relating to meeting Department of Infrastructure on-site audit of Transport Security Plan, to be completed monthly in conjunction with normal duties.
Airport Asset Management Services	<ul style="list-style-type: none"> • Collaborate with the Asset Management group to ensure maximum safe and cost effective useful life of Council assets so that they service the community at such service level(s) as defined by Council. • Undertake External Stakeholder Management and Community Liaison as part of fulfilling Asset Management responsibilities • Undertake Risk Management as part of fulfilling Asset Management responsibilities • Monitor Condition of Assets under responsibility and oversee or contribute to the maintenance of an accurate Asset Management Data Base • Replace assets or develop new assets in accordance with Asset Management plan and procedures.
Leadership and Relationships	<ul style="list-style-type: none"> • Represent the Branch ensuring that branch activities, projects and advice reflects a whole of council perspective, and considers the impact on the wider organisation.

Key Accountabilities / Duties

	<ul style="list-style-type: none"> • Lead in a professional and ethical manner, promoting the vision, purpose and values of the organisation. • Provide the communication link from the Director to the members of your branch. • Form positive, collaborative and customer-focused relationships with internal and external stakeholders. • Provide a leadership role to the contracted ancillary staff including and not limited to Security Screening, Aviation Services, Café, Car Hire businesses within the Dubbo Regional Airport facility.
Team/People Management	<ul style="list-style-type: none"> • Manage and coordinate the Airport team and their duties ensuring that individual accountabilities and performance are monitored and achieved. • In conjunction with Council policies, make recommendations to the Director on appointments, promotions and terminations of staff under your control. • Ensure appropriate communication to all staff in the branch to ensure awareness of relevant key issues. • Lead and develop internal staff to provide opportunities for growth and development and ensure individual accountabilities and team performance objectives are achieved. • Ensure training plans are in place to comply with regulatory requirements and the maintenance of team and individual skills as reflected in the training budget. • Foster a culture that values its people and encourages and supports customer focus, integrity and one team.

Inherent Requirements of the Position

- This position is required to work indoors and outdoors, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times and to be contactable after hours. Personal calls are to be reimbursed regularly.
- This position is supplied with a mobile computing device for use on Council business.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or airport facilities as necessary.
- This position requires a 4 wheel drive or all-wheel drive vehicle fitted with ground to air radio, access to a mobile phone and flashing amber light.
- Class C Drivers Licence.
- Ability to work irregular hours as required.

Selection Criteria

Essential

1. Degree qualification in aviation, business, management or other related discipline.
2. Extensive business management experience at a senior level.
3. Highly developed leadership, communication and negotiation skills.
4. Demonstrated planning and organisation skills.
5. Demonstrated ability to manage third party licences and leases.
6. Experience in planning and undertaking asset management programs.
7. Demonstrated experience and commitment to the provision of excellence customer service.

Desirable

8. Demonstrated experience working in an aviation related environment.

Organisation Wide Accountabilities

Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Progressive
 - Be Curious, Courageous and Committed
- Sustainable
 - Balanced Approach To Growth and Opportunity
- One Team
 - Working Together
- Integrity
 - Accountable For Our Actions

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours
- Participating in any WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy

Sustainability

Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all

	decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.
Acceptance:	
<p>I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.</p> <p>I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.</p>	
Signature:	Date: