POSITION DESCRIPTION

Position Title:	Team Leader Aerodrome Operations	**Position Code:**	TLAO
Division:	Culture and Economy	**Grade:**	G
Location:	Dubbo	**Hours/Week:**	38
Reports to:	Manager Airport		
No. Direct Reports:	2	**No. Indirect Reports**	Nil

Primary Purpose of Position
The Senior Airport Operations Officer position is responsible for maintaining the operational safety of the aerodrome, ensuring airport operations and security compliance with the relevant acts and regulations. The position is also responsible for managing the Aerodrome reporting officers, their rosters, duties and license compliance requirements. This position is also expected to lead and undertake duties of an Aerodrome Reporting Officer.

Key Accountabilities / Duties	
Key Result Area	Primary Activities
Knowledge and Experience	Demonstrated capability, typically 5-7 years in the following areas: • Understanding the aerodromes operating environment including airport operations and maintenance requirements, airport security procedures and operations • Undertaking asset management activities including input into developing and implementing asset management plans • Promoting team effectiveness including providing mentoring support • Maintaining and monitoring a safe workplace • Planning and monitoring continuous improvement including identifying, and resolving problems • Applying professional interpersonal skills
Project Development	• Effectively liaise with appointed Project Managers to ensure the effective undertaking of capital works or renewals. • Develop, prepare and distribute appropriate documentation e.g. Method of Works Programs for capital works
Business Performance	• Identify and provide input into future facility development opportunities or needs ensuring master plan strategies are achieved. • Coordinate and implement the continuous improvement initiatives, ensuring the appropriate mitigations are considered to minimise or eliminate any impact to the business.
Customer and Stakeholder Satisfaction	• Regularly liaise with airport stakeholders and users regarding airport services and satisfaction

Key Accountabilities / Duties	
	• Liaise, maintain and develop relationships with key stakeholders at the Dubbo City Regional Airport.
Leadership and Relationships	• Represent the Airport ensuring that activities, projects and advice reflects a whole of council perspective, and considers the impact on the wider organisation. • Lead in a professional and ethical manner, promoting the vision, purpose and values of the organisation whilst providing • Establish and maintain effective positive, collaborative and customer-focused relationships with internal and external stakeholders including Royal Flying Doctor Service, Rural Fire Service, and Airline services • 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 City Regional Airport facility.
Team/People Management	• Manage and coordinate the Airport team and their duties ensuring that individual accountabilities and performance are monitored and achieved • Ensure appropriate communication to all staff in the branch to ensure awareness of relevant key issues. • Foster a culture that values its people and encourages and supports customer focus, integrity and one team. • Monitor and quality check work outputs for the team • Ensure Training plans are in place to comply with legislative requirements to maintain required skills • Allocate project roles and responsibilities across the team
Corporate Reporting, Planning and Monitoring	• Provide input into corporate plans, reports, programs, and policies as required. • Assist with the implementation of organisational systems within the Branch in accordance with Council's strategic plans and policies

Inherent Requirements of the Position

- This position is required to work indoors and outside, 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.
- This position requires a Pre-Employment Heath Assessment.
- The occupant of the position needs to participate in an 'On call roster' for responding to airport operations after hours and on weekends, as required
- The occupant must adhere to Councils zero tolerance to drugs and alcohol policy in the workplace, specifically when on call.
- 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.
- The occupant of this position will be required to possess a firearms licence
- The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times and to be contactable after hours when performing ARO duties
- Class C Driver's License
- Ability to hold First Aid Certificate
- Ability to hold WHS Construction Induction Card

- The occupant of this position will be required to possess a Aviation Security Identity Card

Selection Criteria
Essential
1. Demonstrated supervisory or leadership experience in aerodrome industry 2. Aerodrome Reporting Officer Certification 3. Highly developed leadership, communication and negotiation skills. 4. Demonstrated planning and organisation skills. 5. Demonstrated ability to manage airside operations (Part 139 MOS) 6. Experience in planning and implementing asset maintenance programs. 7. Demonstrated experience and commitment to the provision of excellence customer service
Desirable
1. Diploma in Aviation (Management), Leadership and Management or equivalent aerodrome specific experience other related discipline

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	Staff will, at all times, adhere to: • 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:	
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. 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.	
Signature:	Date: