

POSITION DESCRIPTION				
Position Title:	Senior Airport Operations Officer		Position No:	1078
Directorate:	Organisational Services		Section:	Property & Commercial Services
Unit:	Airport Management		Sub Unit:	
Reports To:	Executive Manager Property & Commercial Services		Directs Reports:	5 + Casual
Indirect Reports:	Nil		Location:	Hervey Bay Airport
Version No:	Jan 2023	Evaluated:	FC40	Status: Approved
			By: EMODC	Review: Jan 2025
Position Objective: To enable Council, airport staff, users and stakeholders to remain compliant with aviation security and safety legislation, regulations, standards and guidelines through the development, review, updating and implementation of relevant airport documents, practices and procedures.				Our Values Trust Respect Accountability Initiative Teamwork Service
Key Responsibilities and Indicators				
Key Result Areas	Key Accountabilities			Performance Indicators/Outputs
Airport	Ensure that the Hervey Bay Airport Fraser Coast and the Maryborough Airport meet the requirements of the Office of Transport Security (OTS), the Civil Aviation Safety Authority (CASA) and other regulatory bodies by: Legislative Framework/Compliance: <ul style="list-style-type: none"> ➤ Management of Airport operational staff and contractors including scheduling of staffing rosters, maintenance programs and capital works. ➤ Ensuring airport staff are kept abreast of all updates to aviation laws, regulations, standards, guidelines and Council's Local Laws. ➤ Advising on and implementing the Transport Security Plan and directives of the Office of Transport Security, Civil Aviation Safety Authority and other regulatory bodies. ➤ Facilitate Airport Security Committee meetings and coordinate the delivery of agreed outcomes where appropriate. ➤ Develop and/or review and update Transport Security Plans, Aerodrome Manuals, Airport Emergency Plans, Safety Management Systems, Standard Operating Procedures, Policies and other relevant Airport documentation. ➤ Ensuring relevant CASA exemptions are up to date and renewed as required. ➤ Liaise with other airport users and keep them abreast of any changes in legislation, regulations, standards and guidelines, and other issues that will impact on the operation and management of the airport. ➤ Represent Council when required via participation in industry forums such as RICM, AAA and AWBB, and reporting back. 			<ul style="list-style-type: none"> ➤ 100% compliance with Transport Security Plan. ➤ 100% compliance with directives of the Office of Transport Security, Civil Aviation Safety Authority and other regulatory bodies. ➤ Transport Security Plan, Airport Manuals, Master Plans, Emergency Plans and other documents reviewed and updated in a timely manner. ➤ Relevant exemptions up to date. ➤ Master Plans, Aviation Strategies and other documents reviewed and updated in a timely manner. ➤ Tenders, Expressions of Interest, Quotations, Contracts and other documents prepared in accordance with relevant legislation and in a timely manner.

	<ul style="list-style-type: none"> ➤ Provide advice and support to Airport Operations Officers by supervising relevant safety and security related projects identified through updated legislation, regulations, standards or guidelines, or as a result of audits and inspections. ➤ Implement requirements of annual Aerodrome Technical Inspections where required to ensure compliance. ➤ Facilitate mandatory Airport Emergency Exercises as required CASA & OTS. ➤ Oversee projects included in the Airports' capital works programs when required. <p>Strategic Development:</p> <ul style="list-style-type: none"> ➤ Coordinate the development, review and updating of Airport Master Plans, Aviation Strategies etc. ➤ Assist the Senior Property officer with the development and maintenance of asset management plans for all infrastructure that is owned by Council within the Airport Precincts (leased to others or operated by Council). ➤ Prepare business plan/s for the airports as required. ➤ Prepare Tenders, Expressions of Interest, Quotations and Contracts for airport related matters as required. ➤ Prepare and present reports to the Executive and Council on airport related matters as required. <p>Financial Management:</p> <ul style="list-style-type: none"> ➤ Assist the Executive Manager Property & Commercial Services with the preparation of the yearly operational and capital budgets and annual fees & charges schedules; and monitor and report on expenditure and income as required. <p>Customer Service:</p> <ul style="list-style-type: none"> ➤ Remain focused on the delivery of high quality services to the community. ➤ Assist where required with community engagement through consultation and attendance at relevant meetings. <p>Project Management:</p> <ul style="list-style-type: none"> ➤ Deliver projects within assigned timeframes and budgets. 	
Reporting	<ul style="list-style-type: none"> ➤ Provide and maintain an effective and efficient reporting system as required for aviation security (OTS), aviation safety (CASA) and other standards and guidelines to enable Council's airport operations to fully meet all compliance requirements at all times. 	
Organisational Development & Culture	<p>General</p> <ul style="list-style-type: none"> ➤ Demonstrate positive leadership in the achievement of corporate goals and objectives and foster an environment conducive to participation by all staff. ➤ Undertake all manager/supervisor responsibilities in accordance with Council's Organisational Development & Culture Management Policies and the Enterprise Bargaining Agreement within the stipulated timeframes. 	<ul style="list-style-type: none"> ➤ As per Council's Organisational Development & Culture management policies and procedures

	<p>Performance Management</p> <ul style="list-style-type: none"> ➤ Adhere to Council's performance development and appraisal process, including coaching, training, mentoring and monitoring of employees' performance and conducting regular reviews. ➤ Ensure standards set are reasonable, clearly specified and effectively communicated to all employees. ➤ Ensure that employees are provided with effective work systems and other support necessary to enable standards to be met. ➤ Initiate strategies to address diminished work performance in accordance with Council's Diminished Work Performance Management Policy. <p>Staff Conduct and Discipline</p> <ul style="list-style-type: none"> ➤ Assist employees to achieve the required standard of conduct and ensure employee awareness of the possible consequences of failing to do so. ➤ Ensure that inappropriate staff conduct and/or behaviour which breaches Council policies and procedures, legislative provisions or Council's Code of Conduct is addressed in a timely manner. <p>Leave Management and Absenteeism</p> <ul style="list-style-type: none"> ➤ Schedule and approve staff annual leave giving consideration to the employee's health, wellbeing, leave balance, operational requirements of the work unit and the notice period given. ➤ Monitor excess annual/long service leave balances and implement plans for staff with excess balances to take leave to reduce Council's leave liability. ➤ Encourage the responsible use of sick leave and monitor the sick leave levels of staff reports. Distinguish between incidents of chronic illness and patterns of unacceptable sick leave absences and use appropriate strategies to manage each. <p>Recruitment and Selection</p> <ul style="list-style-type: none"> ➤ Ensure that recruitment processes abide by the principles of merit, EEO, anti-discrimination & confidentiality & that specified timeframes for recruitment and selection activities are met in accordance with the R&S Management Policy and Procedure. 	
Work Health and Safety	<ul style="list-style-type: none"> ➤ Adhere to relevant Work Health & Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan. 	<ul style="list-style-type: none"> ➤ 99% compliance with Monthly Action Plans.
Risk Management	<ul style="list-style-type: none"> ➤ Read, understand and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training. 	<ul style="list-style-type: none"> ➤ As per Council risk management KPIs.
Records Management	<ul style="list-style-type: none"> ➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002. 	<ul style="list-style-type: none"> ➤ As per Council's record management policies and procedures.
Code of Conduct and EEO	<ul style="list-style-type: none"> ➤ Encourage and promote behaviour consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment. 	<ul style="list-style-type: none"> ➤ Any matters arising are dealt with in accordance with the appropriate Council policy and procedures.

Customer Service	➤ Provide a high level of customer service to internal and external customers.	➤ As per Council's Customer Service Standards Management Policy.
Sustainability Requirements	➤ Adhere to the Sustainable Fraser Coast Charter and Implementation Plan and understand sustainability is a key element of Council's planning framework and is incorporated into all facets of decision making and policy development.	➤ As per Council's Sustainability Charter.
Values	➤ Exemplify Council's values of Trust, Respect, Accountability, Initiative, Teamwork and Service through the demonstration of each value's associated behaviours.	➤ As per Council's 'TRAITS' campaign.
	➤ Other duties as directed by the Executive Manager Property & Commercial Services.	➤ Tasks are undertaken in an efficient and timely manner.

Selection Criteria

1. Highly developed written communication skills, specifically in the production of comprehensive documents similar to Master Plans, Aerodrome Manuals, Safety Management Plans, Policies, Guidelines, Contracts and Reports, with a focus on ensuring documents are accurate, compliant, relevant and succinct.
2. Sound knowledge of legislation, regulations, standards and guidelines relating to Aerodrome operations, including CASA, OTS and other requirements for both a Registered Aerodrome and a Security Controlled Airport.
3. Knowledge of, or the ability to quickly gain knowledge of, legislation, policies and procedures related to Local Government operations.
4. Proven ability to comprehend, interpret and apply legislation, regulations, standards and guidelines, with the capacity to identify key issues for referral to management, airport staff and relevant stakeholders.
5. Demonstrated significant experience in the management of staff and contractors.
6. Proven ability to meet strict deadlines, deliver projects on time and to work under pressure, with constantly changing priorities.
7. Significant experience in the use of the Microsoft office suite of applications.

Qualifications/Licences

Mandatory	<ul style="list-style-type: none"> ➤ Eligibility for ASIC clearance ➤ Airport Reporting Officer qualification and Air Radio Licence Certificate ➤ Substantial involvement with the operations of a Security Controlled Airport
Desirable	➤ Tertiary qualifications (AQF Level 5 or above) in a relevant discipline
Licences	➤ Current Class C Driver's Licence

Mandatory Training	<div>➤ Code of Conduct</div> <div>➤ Work Health and Safety</div> <div>➤ Duty of Care</div> <div>➤ Manual Handling</div> <div>➤ Fire and Evacuation</div> <div>➤ Security Awareness Test</div> <div>➤ Other relevant Airport training</div>		
Conditions of Employment			
Status	Permanent Full-time		
Award	Queensland Local Government Industry (Stream A) Award - State 2017		
Agreement	Fraser Coast Regional Council Certified Agreement (as varied or replaced)		
Classification Stream	Administrative, clerical, technical, professional, community service, supervisory and managerial services		
Classification	LGO Level 5		
Allowances	As per Fraser Coast Regional Council Certified Agreement (as varied or replaced)		
Progression	Annual review – single steps within level		
Work Pattern	FWA	Hours/Week	36.25
O/T Payable	Upon approval		
Uniform	As per Dress Standard & Corporate Uniform Management Policy		
Other	Participation of on call roster may be required and flexibility in working hours will be required.		
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I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

_____ Date: ____/____/20__

Signature of Employee