

Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do

POSITION DESCRIPTION

Position title:	Senior Aerodrome Reporting Officer
Position Number:	
Department and Section:	Infrastructure, Aerodromes
Band/Level:	Local Government (State) Award : Band 2 Level 3 Grade 13, Step 1 \$1,519.60 to Step 5 \$1,747.50 (dependent on experience and qualifications)
Reports to:	Director Infrastructure
Direct reports:	Aerodrome Reporting Officer
Indirect reports:	Nil
Basis of Employment:	Full- Time, Permanent 38 hours per week
Location:	Moree
Additional Benefits:	Superannuation Guarantee Ability to Salary Sacrifice PPE Provided or Uniform Allowance Rostered Day Off

OBLIGATIONS TO THE ORGANISATION

Moree Plains Shire is a strong, robust community that provides a relaxed, healthy, and harmonious lifestyle with an economy that supports the local region and preserves the important environmental qualities of our area. Moree Plains Shire Council are committed to playing our role to help build the community we want for our future and leading the way in fostering a healthy, positive, and well-resourced community.



POSITION OBJECTIVE

The objective of this position is to undertake the duties required to support the safe operation Moree Regional Airport, Mungindi Aerodrome and Boomi Aerodrome to ensure standards are maintained relating to airport and aerodrome certification, aerodrome serviceability, flight safety, construction & maintenance standards and operations and to ensure ongoing compliance with relevant legislation, regulations, policies and the Aerodrome Manual.

ABOUT YOU

You are a team player willing to contribute to a cohesive team environment, communicate effectively and maintain positive internal and external relationships. Leadership skills are essential, as is the ability to motivate and foster a culture of integrity and high performance. You must demonstrate a commitment to Flight Safety, Work, Health and Safety principles and apply these in all aspects of your daily work duties. A commitment to providing a high quality of works and demonstrating this consistently is also an essential requirement of this position.

KEY DUTIES AND RESPONSIBILITIES

Shall include but not be limited to:

General

- Support the Director of Infrastructure | Airport Manager with the development of Council's annual budget, with quarterly and monthly reviews, and the annual review of Council's Delivery Program and Operational Plan.
- Support the Director of Infrastructure | Airport Manager in completing the annual review and updating of Council's Strategic Business Plans and Masterplans for Airports.
- Support the Director of Infrastructure | Airport Manager by providing input to the management of forward capital programs including scope, timing, design, constructability, risk optimisation and contract documentation.
- Work with the Asset Manager Buildings and Civils to Deliver Works Program on time and to budget.
- Supervision of contractors and Council's Day Labour Staff involved in construction, operation and maintenance activities both airside and land-side at the airport.
- Exercise the delegations, statutory powers, duties and responsibilities of the position.
- Provide leadership to staff and maintain a positive motivated working environment for the staff consistent with and meeting Council's code of conduct.
- Maintain an effective two-way communication process.
- Provided assistance or undertake other tasks as required by the Asset Manager Buildings and Civils and Director Infrastructure.
- Provide professional and timely advice to management, staff and the public on operational and related matters. This includes the preparation and presentation of Council reports.

- Promote a positive image for Council through efficient and effective responses to public enquiries and concerns.

Management and Maintenance of Airport

- Support the operation and maintenance of Council's Airports within budget.
- Supervise the Aerodrome Reporting Officer and other staff as required to meet the operational and safety requirements for the airport;
- Support the Director of Infrastructure | Airport Manager in updating of the Master Plan for the Airport with due consideration for CASA MOS 139 requirements, future expansion and current opportunities.
- Support the Director of Infrastructure | Airport Manager with the development of a Business Plan that identifies ongoing commercial growth, opportunities and economic sustainability particularly in regard to the SAP and Inland Rail.
- Assist the Asset Manager Buildings and Civils in the preparation of the Airport Asset Management Plans in order to support agreed levels of service and model levels of capital expenditure.
- Support the Director of Infrastructure | Airport Manager in developing and maintaining the Airport Security Plan to comply with Office of Transport Security requirements.
- Ensure ongoing compliance with relevant Civil Aviation Safety Authority (CASA), and Air Services Australia requirements including Annual Technical, OLS, PAN-OPS, ANEF and R-NAV audits and associated inspections.
- Develop and maintain auditable documents in accordance with statutory and regulatory requirements on Council's electronic documents records system (Content Manager).
- Ensure that the Airport and Terminal are maintained, serviced, secure, functional and presentable.
- Maintain recognition through ASIC and complete NOTAMS and pavement concessions where required.
- Ensure that daily monitoring and safety inspections of the runways and movement areas are carried out, using the AVCRM system.
- Ensure that the terminal grounds airside movement areas are maintained to standard regulations.
- Safely operate plant and equipment to maintain appearance of grounds.
- Duties will include spraying of chemicals to assist in weed eradication and following appropriate Safe Work Method Statement and PPE requirements.
- Review CCTV systems for safety and security requirements.
- Provide security services in compliance with the Aviation Transport Security Act 2004.

Customer Service

- Attend promptly to enquiries from Customers, Councillors and other staff.
- Provide written quotations and construction supervision for minor and major works.
- Regularly review Council's operations and procedures and develop and update formal procedures, policies and safe work method statements to ensure Council's service obligations are met and enhanced.

Management of Dealings with External Bodies

- Be cognisant of Council's public risk program in relation to the airport activities.
- Ensure the implementation of sound risk practices in accordance with CASR and Council's policies.
- As relevant to the position, develop & maintain the Council's contacts with the relevant government, community and business bodies.
- Liaise as required with airport users, key stakeholders and other Council directorates to meet operational requirements.
- Report to the Director of Infrastructure | Airport Manager any external matters relevant to the operation of the airport which may impact the Council.
- Preparation of reports to submit to various external agencies and internal staff as required.

WH&S, EEO and Environment

- Cooperate with Council to assist the organisation comply with the obligations under the Workplace Health & Safety Act & Regulations and the Workplace Injury Management and Workers Compensation Act 1998.
- Comply with Council's Code of Conduct, WHS and EEO policies and procedures.
- Ensure all construction, maintenance and operations works are completed safely and that no breaches of the WHS Act occur. (e.g. Confined Space Procedures, Working at Heights).
- Manage the EEO objectives of the Council for the work area.
- Liaise with Civil Aviation Safety Authority officers with respect to auditing and maintaining all certifications/licences.

Systems, Data, Risk and Quality Assurance Management

- Support the Asset Manager Buildings and Civils to facilitate effective asset management in the areas under your control.
- Provide oversight in maintaining recording systems.
- Ensure that all operations are sustainable and appropriate records maintained.
- Ensure all required aviation industry compliance reporting is completed in a timely manner.

ESSENTIAL CRITERIA

- Certificate IV in Aviation (Supervision) (*Applicants, who do not hold the Certificate may be considered in some instances, however must commit to gaining the qualification upon commencement*).
- Prior experience of Aerodrome Reporting Officer duties
- Knowledge and experience in the relevant areas for this position and understanding of the role of engineering services within a Local Government context.
- Ability to interpret relevant legislation and exercise judgment in the preparation of high-quality documentation and solve problems in relation to the position.
- Ability to lead a team efficiently and effectively to meet key deadlines.
- Able to plan Aerodrome Reporting Officer shift patterns to ensure the airport remains operational at all times.
- Excellent organisational and interpersonal skills with the ability to liaise with aircraft operators, Regional Passenger Transport crews, airport construction and maintenance crews, community organisations and officers from government utilities.
- Willingness to work flexible hours on a regular basis over a 7 day on-call roster and overtime as required.

Literacy, Numeracy, and Record Keeping:

- Strong written and verbal communication skills with the ability to administer contracts, maintain records and develop correspondence.

Technical Skills

- Advanced computer skills for the operation of databases, spreadsheets and presentation software plus word processing skills and the ability to operate a computer tablet for inspections.
- Certified to use airband radios.

Tickets and Licences:

- Class C Drivers Licence.
- Airport Reporting Officer & Works Safety Officer Certificate.
- Ability to obtain and hold an ASIC (Aviation Security Identification Card).
- Ability to obtain and hold a Security Guard Licence.
- Current First Aid Certificate.
- General Construction and Induction Card (White Card).

COMMON CRITERIA

- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Demonstrated commitment to inclusive work practices and respect for all people.
- Must be willing to commit to further training and development as required.
- Have a Unique Student Identifier code prior to commencement.
- Ability to complete Moree Plains Shire Council's Workplace Health and Safety and COVID-19 Induction modules online prior to commencement.
- Complete pre-employment health screening and provide evidence of relevant immunisations.
- Ability to provide evidence of working rights in Australia.
- Successful completion of all induction and probationary reviews within 3 months of commencement.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime, and disaster and emergency situations when required.
- All staff must comply with NSW Office of Children's Guardian child safe standards.

DESIRABLE CRITERIA

- Experience in CAD or GIS mapping software
- Experience with Record management systems including Content Manager and Authority
- Experience with AVCRM system
- Experience in wildlife management
- Firearms licence

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 Moree Plains Shire 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: