

POSITION DESCRIPTION	
<b>Title:</b>	<b>Manager Airport</b>
<b>Directorate:</b>	<b>Council Sustainability - Airport</b>
<b>Reports to:</b>	<b>Director Council Sustainability</b>
<b>Grade:</b>	<b>22</b>
<b>Position Allowances:</b>	<b>Nil</b>
<b>Hours:</b>	<b>35hpw</b>
<b>Number of Direct Reports:</b>	<b>2</b>
<b>Number of Indirect Reports:</b>	<b>1</b>
<b>Vehicle:</b>	<b>Yes</b>
<b>Position Code:</b>	<b>62000</b>
<b>Pre-placement Medical:</b>	<b>Not required</b>
<b>National Police History Check:</b>	<b>Required</b>
<b>WWCC Check:</b>	<b>Not required</b>
<b>Date Developed:</b>	<b>November 2018</b>
<b>Date Reviewed:</b>	<b>November 2020</b>
Position Purpose	
<p>This role is responsible for the management of Shellharbour Airport within the local government and regulatory compliance frameworks.</p> <p>The Manager Airport is responsible for ensuring the Airport business is financially sustainable. This will be achieved through balancing the oversight of existing and new leases, attracting new business and income streams through various means, driving strategic planning of the airport, implementation of development to enable growth and setting managing budgets associated.</p> <p>The position manages all aspects of day to day operations of the airport including regular passenger transport and ensuring ongoing compliance with all regulatory requirements.</p> <p>The Manager Airport is also responsible for further developing and maintaining positive, cooperative and effective relationships with internal and external stakeholders.</p>	

## Qualifications and Experience

*(Minimum required/essential for success in the job)*

### **Essential:**

- Relevant qualification and/or experience in management and Airport operations.
- Extensive experience managing and improving operational services in a business environment with a contractual focus.
- Demonstrated experience in airport operations, maintenance and assets, including Civil Aviation Safety Authority (CASA), OTS regulation and controlled activity and risk assessment.
- Demonstrated experience in strategic planning of an airport facility and the implementation of those plans.
- Demonstrated experience in attracting and engaging with various businesses in an aviation environment and developing and maintaining positive, cooperative and effective relationships.
- Demonstrated management experience and the ability to lead, support and motivate teams along with excellent interpersonal skills including negotiation, problem solving and customer service.
- Excellent written and verbal communication skills and proven ability to establish and maintain effective working relationships with customers, clients, elected officials, committees and peers.
- Knowledge of Local, State and Federal legislation and policies applicable to the airport.
- Demonstrated experience in development and review of quality management systems or other business improvement systems and ability to provide innovative alternative working solutions to complex problems.
- Current Class C Driver's License.
- Ability to pass a National Police History Check.
- Currently hold, or ability to obtain within probation period the following:
  - Aviation Security Identification Card (ASIC).
  - Authorisation in the use of International Civil Aviation Organisation (ICAO) recognized Radio Telephony Procedures (RTF), or ability to obtain prior to commencing.
  - Airport Reporting Officer Training including ability to issue Notices to Airmen.

### **Desirable:**

## Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call these the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- Plan, direct and manage the operations of the Airport in accordance with State and Federal rules and regulations and policies to ensure safe, secure and

compliant operation.

- Provide input into airport consultation groups and other relevant groups to ensure aviation safety and that risk or impact to future operation of the airfield or facilities is efficiently managed.
- Drive the implementation of the Airport Strategic and Business Plan and update this plan periodically as required. Proactively plan for the strategic growth of the airport facility through various forms of development.
- Maintain the currency of the planning documents associated with the airport facility.
- Create and maintain further documents as required such as an Airport Master Plan.
- Maximise additional and sustainable new business and revenue sources through further development and also efficient use of existing assets. .Actively build positive customer service relationships and partnerships with internal and external stakeholders including airport users, airport tenants and airport visitors.
- Manage operational risks within the broader Council risk profile.
- Manage the successful completion of projects in line with budget, customer requirements, and regulatory requirements.
- Ensure activities outside the airport have minimal impact on current and future operations through:
  - Management of relations with state and local planning authorities in relation to planning and development including the provision of recommended applicable conditions.
  - Management of controlled activities within the airport and cooperative liaison with stakeholders undertaking activities outside of the airport, for example, crane activity.
  - Manage/Facilitate the Obstacle Limitation Surface.
  - Assess Development Applications that impact the airport and provide advice to Council's planning team.
- Activation of newly developed sites including the terminal building and Aviation Business Park.
- Manage the negotiation of new contracts, licenses and leases with airport service providers and operators in liaison with Council's Property Manager. Actively seek grant, external funding and partner opportunities for the airport operations, upgrades, expansions and associated activities.
- Provide day to day management of licenses and leases.
- Provide operational expertise and support to airport operational staff and develop a team culture focused on collaboration, respect and integrity.
- Effectively communicate and collaborate with airport users on matters relating to operations on the airport's airside.
- Optimise the use of existing facilities to ensure delivery to customers on the day whilst also identifying improvements in processes and future capacity requirements.
- Actively engage with airlines to further promote RPT for Shellharbour Airport. This includes increase in frequency of existing routes and creating new routes and destinations.

- Develop and manage relevant manuals, standards, procedures and processes for the aerodrome and foster a culture of compliance within both staff and users, including:
  - Aerodrome Operations Manual
  - Aerodrome Safety Management System
  - Wildlife Management Plan
  - Transport Security Plan
  - Airside and terminal operations
  - Drug and Alcohol Management Plan as a supervisor
  - Other relevant requirements.
- Develop and manage the financial operations of the airport, including the monitoring of debtors and recovery of revenue generated from airport customers and users.
- Prepare the annual budget and long term financial forecast for the airport to ensure financial sustainability.
- Oversee the development of an asset management plan covering renewal and maintenance of the airport assetbase in collaboration with the Asset Strategy Group and implement this plan.
- Manage annual technical inspections, prioritise recommendations and allocate funding in line with the Operational Plan and Long Term Financial Plan.
- Collaborate and engage with industry experts to ensure the Airport business is operating in line with current industry best practice.
- Report on the financial and operational performance of the Airport.
- Effectively manage airport emergency situations and liaison with the Local Emergency Management Committee in the organisation of regulatory emergency and security exercises.
- Prepare analysis and reporting on airport landing and take-off data and management of funds recovery process including use of contractors as required (currently AVData).
- Manage foreign object and debris removal program.
- Manage airside parking.
- Ensure the use of International Civil Aviation Organisation (ICAO) recognised Radio Telephony Procedures (RTF) to enter, exit and operate within all airside areas of the airfield.
- Act as a Works Safety Officer and/or ARO for contractors involved in airport-related works projects and be able to issue Notices to Airmen in relation to those works.
- Support other business units within Council Sustainability on special projects as required.

#### **Support and promote the integrity and reputation of Council**

- Apply and demonstrate the values of Council across all aspects of work.

- Be a role model for quality customer service.
- Ensure compliance with all Council policies and procedures and relevant legislation.

### **Work Health & Safety**

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

### **Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

### **Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.