

POSITION DESCRIPTION	
Title:	Airport Reporting and Safety Officer
Directorate:	Council Sustainability
Team:	Airport
Reports to:	Airport Compliance and Operations Coordinator
Grade:	11
Position Allowances:	
Hours:	38 hours per week over 7 day roster with requirement to participate in after hours callouts
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	62003
Pre-placement Medical:	Required
National Police History Check:	Required
WWCC Check:	Not Required
Date Developed:	September 2017
Position Purpose	
<p>To carry out the role of Airport Reporting and Safety Officer which includes parking control, education and maintenance of the airport terminal and surrounding property, in accordance with CASA and Council's safety, environmental, security, risk and quality management systems. To provide a high level of customer service to Airport users. To assist the Airport Compliance and Operations Coordinator in airport operations.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> Airport Reporting Officer's / Works Safety Officer Certificate (including completed practical assessment). Demonstrated knowledge of and experience in airport operations, regulations, standards and policies, including current security regulations relating to airport operations. 	

- Demonstrated knowledge of Aviation Security Identification Card (ASIC) and Visitor Identification Card (VIC) issuing procedures and associated functions.
- Mechanical aptitude and experience with operating machinery associated with a regional airport.
- Sound communication skills, both oral and written with the ability to consult on matters and resolve conflict.
- Proficiency in the use of Microsoft Office and other relevant software packages.
- Experience in contributing to improvements to a quality management system or making suggestions for other business improvements.
- NSW Drivers Licence - Class C with an ability to operate a manual transmission.
- Hold or able to obtain an Aviation Security Identification Card (ASIC).
- General Induction for Construction Work Certificate (White Card).
- Pass a Drug & Alcohol test and with random testing requirements.
- Ability to pass a National Police History check.
- Ability to obtain Chemical (Farm) Users Certificate or equivalent.

Desirable:

- Aeronautical Radio Operator Certificate or ability to obtain.
- Understanding of relevant airport manuals for Illawarra Regional Airport.
- First Aid Certificate.
- Previous experience in undertaking Works Safety Officer duties in accordance with a Method of Work Plan (MOWP).
- Experience mowing with a tractor and implements.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this 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.

Primary Responsibilities

- Carrying out allocated works programs and undertaking minor repairs of services associated with airport pavements, runways, markers, line markings, lighting, drains, wind indicators, precision approach path indicator systems, fencing and other critical systems, grounds and other facilities at Illawarra Regional Airport as per Manual of Standards (MOS) 139 and Aerodrome Manual.
- Maintaining the terminal and airside security control in accordance with the Aviation Transport Security Act (ATSA) 2004, Aviation Transports Security Regulations (ATSR) 2005 and Illawarra Regional Airport Transport Security Program (TSP). Including managing airside access, escorts and issuing of Visitor Identification Cards (VIC).
- Responding to emergency and security situations, accidents and participate in regular exercises in line with Aerodrome Manual, Aerodrome Emergency Plan (AEP), and TSP.
- Liaising with Airport Manager and Airport Compliance and Operations Coordinator regarding airport safety and operational matters.

- Enforce the provisions of the Aerodrome Manual, so as to ensure all persons operating Airside, and specifically within Aircraft movement areas operate in a safe and responsible manner.
- Ensuring that the airport terminal, landside areas and facilities are maintained and presented to a high standard at all times. This includes mowing grassed areas with a tractor and implements.
- Conducting daily inspections of all sealed areas and navigational aids. Remove any foreign material and carry out maintenance where necessary.
- Observe all adjacent areas for aircraft hazards such as wildlife etc, and remove same. Repeat if and when necessary.
- Assisting in the removal of immobilized aircraft in order to maintain availability of facility.
- Carry out other duties as directed by Airport Manager or Airport Compliance and Operations Coordinator.
- Maintaining vehicles and plant in good condition including undertaken minor maintenance within capabilities.
- Monitoring and enforcing ASIC compliance requirements and airside vehicle control in accordance with Airport Manual and TSP.

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.