

POSITION DESCRIPTION

Title:	Airport Compliance and Operations Coordinator
Directorate:	Council Sustainability
Reports to:	Manager Airport
Grade:	17
Hours:	38 hours per week over 7 day roster with requirement to participate in after hours callouts
Number of Direct Reports:	1
Number of Indirect Reports:	Nil
Vehicle:	Yes – Category B
Position Code:	62002
Pre-placement Medical:	Required
National Police History Check:	Required
WWCC Check:	Not Required
Date Developed:	September 2017

Position Purpose

This position is responsible for leading and effectively working as part of the Airport Operations Team to coordinate, plan and manage all aviation compliance-related matters associated with the operation of Shellharbour Airport within the local government and regulatory compliance frameworks.

Qualifications and Experience

(Minimum required/essential for success in the job)

Essential:

- Relevant Tertiary qualifications in Aerodrome operations or equivalent experience.
- Demonstrated experience in the coordination of airport operations, maintenance and assets, including CASA and OTS regulations; and controlled activity and risk assessment.
- Demonstrated experience in auditing, reviewing and maintaining aerodrome compliance documentation such as Aerodrome Manuals, Transport Security Programs and other documents required for compliant operations of an aerodrome.
- Demonstrated experience in the management of staff performance and development.

- Excellent verbal and interpersonal skills including negotiation, conflict resolution, decision making and the ability to communicate effectively with employees and customers.
- Ability to apply strong project management principles in the management of works undertaken by both in-house workforce and contractors.
- Demonstrated ability to review, interpret and implement construction plans.
- Mechanical aptitude and experience with operating machinery associated with maintenance of a regional airport.
- Experience in using a quality management system or other business improvement initiatives.
- Proficiency in the use of Microsoft Office and other relevant software packages.
- Ability to pass a Drug and Alcohol test with random testing as required.
- Ability to pass a National Police History Check.
- Current Class C Driver's Licence.
- Hold or ability to obtain an Aviation Security Identification Card (ASIC).
- Airport Reporting Officer's / Works Safety Officer Certificate (including completed practical assessment).
- Aeronautical Radio Operator Certificate (AROC).
- Work safely in the Construction Industry Induction ticket (white card).
- Ability to obtain farm Chemical Users certificate or equivalent.

Desirable:

- Demonstrated experience leading an airport operations team.
- An understanding of NSW Local Government operations and legislative compliance.
- Certificate III in Airport Operations.
- First Aid Certificate.

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

- Plan and coordinate the Airport Operations Team's work activities through a work roster.
- Ensure compliance with all applicable safety and security regulatory requirements.
- Ensure regulatory inspections and audits are scheduled, conducted and outcomes evaluated and addressed as and when required.
- Assist in the development and maintenance of compliance policies and procedures, and document control systems.
- Ensure published aerodrome information is reviewed and updated in accordance with regulatory requirements.

- Conduct internal compliance reviews of the aerodrome manual, Transport Security Program (TSP), Safety Management System (SMS), Aerodrome Emergency Plan (AEP), Drug Alcohol Management Plan (DAMP) and Wildlife Hazard Management Plan (WHMP).
- Assist in investigating airside incidents, accidents and hazards and undertake appropriate follow up action.
- Liaise with Council's aviation security contractor to ensure all regulatory and statutory requirements are maintained and reporting requirements complete.
- Review Development applications (DA) for potential impacts on Obstacle Limitation Surface (OLS) / PANS-OPS and provide advice to the Manager Airport.
- In accordance with the airport TSP fill the role of Deputy Security Contact Officer.
- Undertake Airport Reporting Officer (ARO) duties as required.
- Be able to act in the role of Manager Airport as required.

Support Responsibilities

- Assist the Manager Airport to develop and implement standards, processes and procedures in relation to the management of aerodrome safety and security.
- Assist the Manager Airport to review, maintain and update existing regulatory compliance manuals and airport operational documents, processes and procedures, and contribute to the development of new documentation as required.
- Assist in the administration of the airside vehicle access and driver program, including the development of operational standards, documentation and training materials.
- Conduct staff and visitor inductions as required and undertake ongoing reviews of the induction program to ensure regulatory compliance.
- Operate and maintain the car park management system ensuring any faults, record keeping, operational issues and customer complaints are addressed effectively.
- Issue Aviation Security Identification Card (ASIC) cards in accordance with Aviation ID Australia operations Manual.
- Maintain all Aerodrome registers and logs including Visitor Identification Card (VIC), airside access, key, car park banking, airside hazard and airside driving registers.
- Undertake administrative duties relevant to the role.
- Other duties as reasonably requested.

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.

Competency Assessment Record – *Airport Compliance and Operations Coordinator*

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
Salary Step 1				
<p>Progression is subject to the ongoing demonstration of the essential skills required for appointment to the position as well as the following additional competencies (skills).</p> <p>Typically, the time taken to acquire and use Level 1 skills is 3 months experience and/or training</p>	<p>In relation to each of the main tasks identify the assessment criteria (the agreed standard for the use of skills in performing the task) which will provide evidence that the skills have been applied to the required standard.</p>			
<p>Activity/Task 1</p> <p>Airport Operations</p>	<p><u>Basic level</u></p> <ul style="list-style-type: none"> • Conduct Airport Reporting Officer (ARO) duties • Coordinate Airport Reporting Officers work roster • Coordinate ARO payroll • Coordinate relevant ARO training • Supervise ARO performance • Assist in investigations of airside incidents & hazards • Identify risk & hazards and assess appropriate follow up action • Review DA assessments and accurately advice airport manager • Assist in maintaining airside driving • Operate and maintain car park management • Conduct induction of staff and visitors • Maintain airside hazard register • Maintain airside driving register • Create Method of Works Plans • Coordinate airport maintenance • Manage AVCRM 			
<p>Activity/Task 2</p> <p>Maintaining Airport Compliance</p>	<p><u>Basic level</u></p> <ul style="list-style-type: none"> • Coordinate regulatory inspections and audits • Address all findings/noncompliance for audits/inspections • Maintain compliance policies/procedures and document control systems • Review and update airport manuals 			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
	<ul style="list-style-type: none"> Assist compliance with aviation security contracts Maintain airport registers (risk/VICs/airside access etc.) 			
Activity/Task 3 Assisting in Airport Management	<u>Basic level</u> <ul style="list-style-type: none"> Competent to act in the absence of the airport manager Competent in assisting with overall aerodrome management Take direction from airport manager as reasonably requested 			
Activity/Task 4 Assisting in Airport Administration	<u>Basic level</u> <ul style="list-style-type: none"> Accurately issues ASICs Maintain carpark banking Undertakes general admin duties Request for Purchase Orders 			
Activity/Task 5 Maintaining Work Health and Safety	<u>Basic level</u> <ul style="list-style-type: none"> Displays responsible behavior for self-care, workers and the workplace 			
Adhere to Shellharbour City Council's ate standards, systems and procedures	<u>Basic level</u> <ul style="list-style-type: none"> Complete essential elements of Council 3 month induction Provide effective service to customers Follow defined OHS policies and procedures Ability to work as part of a team Ability to accept responsibility for and manage own work Knowledge of Council's information systems: <ul style="list-style-type: none"> Microsoft Office ECM GIS Intranet CTX Anywhere TechOne Suite 			
Participate in Performance and Development Review process to manage own performance	Evaluates own progress against agreed objectives, as set in Performance and Development Review			
Demonstrates the Key Organisational Values	Consistently demonstrates the Key Organisational Values in all work performed			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
Salary Step 2				
<p>Progression is subject to the ongoing demonstration of the competencies (skills) previously required at Step 1 against the assessment criteria/standards; as well as the following additional competencies (skills).</p> <p>Typically, the time taken to acquire and use Level 2 skills is one year experience and/or training</p>	<p>In relation to each of the additional tasks identify the assessment criteria (the agreed standard for the use of skills in performing the task) which will provide evidence that the skills have been applied to the required standard</p>			
<p>Activity/Task 1</p> <p>Airport Operations</p>	<p><u>Solid working level</u></p> <ul style="list-style-type: none"> • Accurately conduct Airport Reporting Officer {ARO} duties • Coordinate and review Airport Reporting Officers work roster • Coordinate ARO payroll • Coordinate relevant ARO training • Supervise ARO performance • Assist in investigations of airside incidents & hazards • Identify risk & hazards and assess appropriate follow up action • Review DA assessments and accurately advice airport manager • Assist and review airside driving procedures • Review and manage operations and maintenance of car parks • Review/update induction of staff and visitors • Maintain airside hazard register • Maintain airside driving register • Create Method of Works Plans • Coordinate airport maintenance and provide feedback to airport manger • Manage AVCRM and seek improvements in system 			
<p>Activity/Task 2</p> <p>Maintaining Airport Compliance</p>	<p><u>Solid working level</u></p> <ul style="list-style-type: none"> • Coordinate regulatory inspections and audits • Address all findings/noncompliance for audits/inspections and suggest improvements to airport manager • Review and maintain compliance policies/procedures and 			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
	document control systems <ul style="list-style-type: none"> Review and update airport manuals, conduct internal audits where applicable Assist compliance with aviation security contracts & assist to achieve KPIs if applicable Review and maintain airport registers (risk/VICs/airside access etc.) 			
Activity/Task 3 Assisting in Airport Management	<u>Solid working level</u> <ul style="list-style-type: none"> Competent to act in the absence of the airport manager and provide relevant feedback in operations Competent in assisting with overall aerodrome management Take direction from airport manager as reasonably requested and provide reasonable feedback 			
Activity/Task 4 Assisting in Airport Administration	<u>Solid working level</u> <ul style="list-style-type: none"> Accurately issues ASICs Maintain carpark banking Undertakes general admin duties Raise Purchase Orders 			
Activity/Task 5 Maintaining Work Health and Safety	<u>Solid working level</u> <ul style="list-style-type: none"> Displays responsible behavior for self-care, workers and the workplace 			
Adhere to Shellharbour City Council's corporate standards, systems and procedures	<u>Solid working level</u> <ul style="list-style-type: none"> Complete essential elements of Council 3 month induction Provide effective service to customers Follow defined OHS policies and procedures Ability to work as part of a team Ability to accept responsibility for and manage own work Knowledge of Council's information systems: <ul style="list-style-type: none"> Microsoft Office ECM GIS Intranet CTX Anywhere TechOne Suite 			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
Participate in Performance and Development Review process to manage own performance	Evaluates own progress against agreed objectives, as set in Performance and Development Review			
Demonstrates the Key Organisational Values	Consistently demonstrates the Key Organisational Values in all work performed			
Salary Step 3				
<ul style="list-style-type: none"> List the additional tasks that an employee would be expected to undertake for progression to Step 3 as additional skills are acquired and applied at Step 2 This represents the 'fully skilled' level. The skills for Step 1, 2 and 3 are the total skills required to perform the main activities/tasks <p>Typically, the time taken to acquire and use Level 3 skills is one year experience and/or training</p>	In relation to each of the additional tasks identify the assessment criteria (the agreed standard for the use of skills in performing the task) which will provide evidence that the skills have been applied to the required standard			
Activity/Task 1 Airport Operations	<ul style="list-style-type: none"> Accurately conduct Airport Reporting Officer (ARO) duties Coordinate and review Airport Reporting Officers work roster Coordinate ARO payroll Coordinate relevant ARO training Supervise ARO performance Assist in investigations of airside incidents & hazards Identify risk & hazards and assess appropriate follow up action Review DA assessments and accurately advice airport manager Assist and review airside driving procedures Review and manage operations and maintenance of car parks Review/update induction of staff and visitors Maintain airside hazard register Maintain airside driving register 			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
	<ul style="list-style-type: none"> Create Method of Works Plans Coordinate airport maintenance and provide feedback to airport manger Manage AVCRM and seek improvements in system 			
Activity/Task 2 Maintaining Airport Compliance	<u>Comprehensive level</u> <ul style="list-style-type: none"> Coordinate regulatory inspections and audits Address all findings/noncompliance for audits/inspections and suggest improvements to airport manager Review and maintain compliance policies/procedures and document control systems Assist compliance with aviation security contracts Maintain airport registers (risk/VICs/airside access etc.) 			
Activity/Task 3 Assisting in Airport Management	<u>Comprehensive level</u> <ul style="list-style-type: none"> Competent to act in the absence of the airport manager and provide relevant feedback in operations Competent in assisting with overall aerodrome management Take direction from airport manager as reasonably requested and provide relevant recommendations 			
Activity/Task 4 Assisting in Airport Administration	<u>Comprehensive level</u> <ul style="list-style-type: none"> Accurately issues ASICs Maintain carpark banking Undertakes general admin duties Raise Purchase Orders and Match Invoices 			
Activity/Task 5 Maintaining Work Health and Safety	<u>Comprehensive level</u> <ul style="list-style-type: none"> Displays responsible behavior for self-care, workers and the workplace 			
Activity/Task 6 Provide administrative support to the Manager and the directorate	<u>Comprehensive level</u> <ul style="list-style-type: none"> Assist with the quarterly management reports Assist with relevant reports being presented to Council 			
Adhere to Shellharbour City Council's corporate standards, systems and procedures	<u>Comprehensive level</u> <ul style="list-style-type: none"> Complete essential elements of Council 3 month induction Provide effective service to customers Follow defined OHS policies and procedures 			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
	<ul style="list-style-type: none"> Ability to work as part of a team Ability to accept responsibility for and manage own work Knowledge of Council's information systems: <ul style="list-style-type: none"> Microsoft Office ECM GIS Intranet CTX Anywhere TechOne Suite 			
Participate in Performance and Development Review process to manage own performance	Evaluates own progress against agreed objectives, as set in Performance and Development Review			
Demonstrates the Key Organisational Values	Consistently demonstrates the Key Organisational Values in all work performed			
Salary Step 4				
<p>Step 4 is the “Higher or Advanced Skill Level”, and the progression requirements are to be identified by the responsible supervisor/manager in agreement with the employee. This may include:</p> <ul style="list-style-type: none"> The acquisition and use of additional skills of agreed benefit to Council: or Demonstrating an enhanced level of existing skills. <p>Typically, the time taken to acquire and use Level 4 skills is one year experience and/or training</p>	In relation to each of the additional tasks identify the assessment criteria (the agreed standard for the use of skills in performing the task) which will provide evidence that the skills have been applied to the required standard			
Undertake a limited number of tasks of higher graded position under supervision	<p>Higher level position base skills/tasks undertaken include:</p> <ul style="list-style-type: none"> Assist with the implementation of Airport Strategic and Business Plan 			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
	<ul style="list-style-type: none"> Assist in planning for long term strategic growth of airport Assist in overall operations of airport Build positive customer service relationships and partnerships Assist with management of contracts Assist with management of licenses and leases 			
Gain exposure to other sections of Council	<ul style="list-style-type: none"> Participate in activities unrelated to normal tasks/activities involving other sections including: Sit in on Council and management meetings Coordinate/assist team with airport works/equipment 			
Progress with professional development/ specialist experience/management exposure (undertaken at the employee's own expense and time, unless specifically identified as a requirement under Council policy where support will be provided)	<p>Has continued professional development by obtaining relevant qualifications and experience such as:</p> <ul style="list-style-type: none"> Qualifications in Airport Management or Airport Operations Has undertaken the following duties associated with managing staff; Managing performance of airport staff Managing performance of airport security contractors 			
Adhere to Shellharbour City Council's corporate standards, systems and procedures	<p><u>Solid working level</u> Relevant policies and procedures are followed including: <i>Place examples here, which may include</i></p> <ul style="list-style-type: none"> <i>Airport Strategic and Business Plan</i> 			
Participate in Performance and Development Review process to manage own performance	Evaluates own progress against agreed objectives, as set in Performance and Development Review			
Demonstrates the Key Organisational Values	Consistently demonstrates the Key Organisational Values in all work performed			
Contribute to the overall management of the organisation	<ul style="list-style-type: none"> Ability to relieve in Manager/Supervisor's position. Work is organised to ensure a smooth workflow. All tasks are completed in an accurate and timely manner, in accordance with established procedures 			
Salary Step 5				

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
<p>Step 5 is the “Higher or Advanced Skill Level”, and the progression requirements are to be identified by the responsible supervisor/manager in agreement with the employee. This may include:</p> <ul style="list-style-type: none"> • The acquisition and use of additional skills of agreed benefit to Council: or • Demonstrating an enhanced level of existing skills. <p>Typically, the time taken to acquire and use Level 5 skills is one year experience and/or training</p>	<p>In relation to each of the additional tasks identify the assessment criteria (the agreed standard for the use of skills in performing the task) which will provide evidence that the skills have been applied to the required standard</p>			
<p>Undertake a limited number of tasks of higher graded position under supervision</p>	<p>Higher level position base skills/tasks undertaken include:</p> <ul style="list-style-type: none"> • Assist with the implementation of airport strategic and business plan • Assist in planning for long term strategic growth or airport • Assist in overall operations of airport • Build positive customer service relationships and partnerships • Assist with management of contracts • Assist with management of licenses and leases 			
<p>Gain exposure to other sections of Council</p>	<p>Participate in activities unrelated to normal tasks/activities involving other sections including:</p> <ul style="list-style-type: none"> • Sit in on Council and management meetings • Coordinate/assist team with airport works/equipment 			
<p>Progress with professional development/ specialist experience/management exposure (undertaken at the employee's own expense and time, unless specifically identified as a requirement under Council policy where support will be provided)</p>	<p>Has continued professional development by obtaining relevant qualifications and experience such as:</p> <ul style="list-style-type: none"> • Qualifications in Airport Management or Airport Operations • Has undertaken the following duties associated with managing staff; • Managing performance of airport staff • Managing performance of airport security contractors 			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
Adhere to Shellharbour City Council's corporate standards, systems and procedures	<u>Comprehensive level</u> Relevant policies and procedures are followed including: <i>Place examples here, which may include</i> <ul style="list-style-type: none"> <i>Airport strategic and business plan</i> 			
Participate in Performance and Development Review process to manage own performance	Evaluates own progress against agreed objectives, as set in Performance and Development Review			
Demonstrates the Key Organisational Values	Consistently demonstrates the Key Organisational Values in all work performed.			
Contribute to the overall management of the organisation	Ability to relieve in Manager/Supervisor's position. Work is organised to ensure a smooth workflow. All tasks are completed in an accurate and timely manner, in accordance with established procedures			

Certificate and Acknowledgment of the Content Above (This is both a certification and acknowledgment of the position as described)

_____/_____/_____
(Signature of Supervisor/Manager)

_____/_____/_____
(Signature of Occupant)