

<b>POSITION DESCRIPTION</b>	
<b>Title:</b>	<b>Airport Compliance and Operations Coordinator</b>
<b>Directorate:</b>	<b>Council Sustainability - Airport</b>
<b>Reports to:</b>	<b>Manager Airport</b>
<b>Grade:</b>	<b>18</b>
<b>Position Allowances:</b>	<b>Nil</b>
<b>Hours:</b>	<b>38 hours per week over a 7 day roster with a requirement to participate in after hours callouts</b>
<b>Number of Direct Reports:</b>	<b>1</b>
<b>Number of Indirect Reports:</b>	<b>Nil</b>
<b>Vehicle:</b>	<b>Yes – Category B</b>
<b>Position Code:</b>	<b>62002</b>
<b>Pre-placement Medical:</b>	<b>Required</b>
<b>National Police History Check:</b>	<b>Required</b>
<b>WWCC Check:</b>	<b>Not required</b>
<b>Date Developed:</b>	<b>September 2017</b>
<b>Date Reviewed:</b>	<b>September 2022</b>
<b>Position Purpose</b>	
<p>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.</p>	
<b>Qualifications and Experience</b>	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Relevant Tertiary qualifications in Aerodrome operations or equivalent experience.</li> <li>• Demonstrated experience in the coordination of Aerodrome operations, maintenance, asset management and controlled activity including risk management.</li> </ul>	

- Intimate knowledge of CASA's Manual of Standards (MOS part 139) with the ability to interpret and apply content in a practical manner.
- Demonstrated knowledge of the International Civil Aviation Organisation (ICAO) annex 14 and Transport Security Program (TSP).
- Demonstrated experience in auditing, document control, developing, reviewing and maintaining the aerodrome suite of reference material such as Aerodrome Manuals, Transport Security Programs, Wild Life Management plans, Drug Alcohol Management (DAMP) and other documents required for compliant operations of an aerodrome.
- Demonstrated experience in the management of staff performance, development of Key Performance Indicators (KPIs) with the ability to coach and mentor direct reports.
- Excellent verbal and interpersonal skills including negotiation, conflict resolution, decision making and the ability to communicate effectively with employees and customers.
- Demonstrated ability to apply strong aerodrome technical knowledge to project management principles in the management of works undertaken by both in-house workforce and contractors.
- Demonstrated capability to review, interpret and implement construction plans with ability to comment on development assessment (DA) submissions and provide technical advice where they may affect the airport operations.
- Mechanical aptitude and experience with operating machinery associated with maintenance of a regional airport.
- Proficient in the use of line marking machinery and interpretation of regulatory requirements for aerodrome markings.
- Conduct and/or coordinate building maintenance and repairs for the airport facility and tenants.
- Develop Method of Works Plans (MOWP) and submissions to CASA and Airservices for works on the aerodrome.
- Issue and supervise the release of regulatory documentation such as NOTAMs (Notice to Airmen) to ensure safe airport operations.
- Experience in using a quality management system or other business improvement initiatives.
- Ability to liaise with internal stakeholders (including senior management, Manager Airport and other staff) and external stakeholders (Airport tenants, Emergency services, contractors, residents, Regular Passenger Transport (RPT) and General Aviation (GA) operators).
- 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 NSW Driver's Licence - Class C.
- Hold or ability to obtain an Aviation Security Identification Card (ASIC) within the probation period.
- Airport Reporting Officer's / Works Safety Officer Certificate (including completed practical assessment).

- Aeronautical Radio Operator Certificate (AROC).
- CASA Dangerous Goods Certificate.
- General Induction for Construction Work Certificate (White Card) or ability to obtain prior to employment.
- Ability to obtain Farm Chemical Users Certificate or equivalent within the probation period.

**Desirable:**

- Demonstrated leadership experience with an aerodrome operations team.
- An understanding of NSW Local Government operations and legislative compliance.
- Certificate III in Aviation (Aerodrome Operations).
- Current First Aid Certificate.
- Certificate IV – Training and Assessment.
- Humane Destruction of Animals training.

## 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.

**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).
- Lead investigations into airside incidents, accidents, hazards and develop and track appropriate corrective action.
- Assist in the development of a facilities preventative maintenance program.
- Liaise with Council's aviation security contractor to ensure all regulatory and statutory requirements are maintained and reporting requirements complete.
- Review Development Applications (DA) including the calculation of obstacle limitations and building heights 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.

### **Support Responsibilities**

- May be required to act in the role of Manager Airport.
- In conjunction with the Airport Manager build relationships with regulators and technical support contractors such as CASA, Airservices, Air Transport Safety Bureau (ATSB) and technical surveyors.
- 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.
- Assist Airport Reporting Officer (ARO) with aerodrome maintenance activities.
- Inspire, innovate and find creative ways to promote airport experience and reactivation.
- 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.