



Position Summary

Position Title:	Airport Reporting Officer
Position Status:	Casual
Reports to:	Senior Airport Reporting Officer
Award Classification:	Former Municipal Employees Award Level 5A King Island Council Enterprise Agreement 2016

Position Objective

The purpose of the Airport Reporting Officer is to assist in the operation of the King Island Airport facility including undertaking inspections in accordance with relevant legislation, completing appropriate reporting and managing hazards to ensure the safe and efficient operation of the facility. A critical task of the position is to ensure the aerodrome meets the standards prescribed under Regulations and orders made by the Civil Aviation Safety Authority (CASA) and The Office of Transport Security (OTS).

Key responsibilities for this position include operations, maintenance, security, safety and reporting at the Airport. Provide after-hours and on-call Aerodrome emergency response as required, on a shared basis with other qualified Airport Reporting Officers.

This position involves working outside the King Island Council normal business hours including both weekends and public holidays.

Notations:

Must be eligible for issue and ongoing retention of an Aviation Security Identification Card (ASIC).



Requirements of the Job

- Carry out all aspects of the Airport Reporting Officer functions, including conducting Aerodrome site operations, safety and maintenance of the King Island Airport in accordance with Council Policy and Procedures and other Regulatory Acts.
- Assist in maintaining the King Island Airport airside standard required to satisfy all relevant CASA, Manual of Operating Standard Aerodromes Part 139, and other relevant legislation.
- Enforce CASA regulations and the requirements of the Aviation Transport Security Act and Regulations.
- Carry out when required, regular maintenance and inspections of the Aerodrome site, its surrounds, Council operated buildings and associated plant and equipment, and report record and coordinate the repair of any damage, fault or defect as required and where necessary, in accordance with legislative requirements.
- Compile with and meet all relevant CASA regulations, Council Policy, Procedures and Manuals and other Regulatory Acts. Able to communicate relevant legislation to advise activity boundaries for community members, visitors, and Council employees
- Maintain and keep current documentation to the standard requirements for licensed Aerodrome, as set at by CASA, OTS, Federal Departments and legislative requirements Participate in emergency planning and emergency response.
- Promote a strong customer service culture, ensuring a responsive service delivery approach within reasonable time frames to address the issues and requests of stakeholders. Build and maintain positive working relationships with all key stakeholders contributing to the overall development and continuous improvement of the King Island Council.
- Report all hazards, safety and maintenance issues to the matters affecting the safe and efficient operations of the Airport.
- Provide timely advice to management on matters affecting the safe and efficient operation of the King Island Airport.

WHS and Duty of Care

While at work, workers (employees) must:

- Take reasonable care for their health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the Council to allow the Council to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the Council relating to health or safety at the workplace that has been notified to workers.



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Policies

Commitment and understanding of Equal Employment Opportunity (EEO), Anti-Discrimination principles, and confidentiality principles with an understanding of these principles and can articulate the meaning.

Additional duties

Flexibility and willingness to other duties as directed by Manager or General Manager.

Knowledge and Experience

- Knowledge of the legislative framework that an aerodrome operates under.
- Knowledge of the Airport operational documents including the Aerodrome Manual, Aerodrome Emergency Plan, Transport Security Plan, Safety Management System and Drug and Alcohol Management Plan.
- Knowledge of ground to air radio communications including operation and terminology.
- Knowledge of personal protective equipment necessary to minimise risk of injury and illness.
- Knowledge of workplace health and safety considerations relevant to the work area.
- Understanding of Equal Employment Opportunities principals and a commitment to their application within the workforce.

Functional Responsibilities

- Create and maintain an environment of continual improvement in customer service and airport operations.
- Ensure compliance with all regulations, statutory requirements, standards, policies and procedures related to maintaining aerodrome certifications for a security controlled airport.
- Develop strong working relationships with industry regulatory bodies including CASA, Air Services Australia and the Office of Transport Security and also stakeholders at the regions Airport and their surrounding communities.
- Ensure measure are in place to protect the obstacle limitation surfaces (OLS) and PANS OPS airspace.
- All times maintain a courteous manner when dealing with customers; and
- Undertake projects and tasks within scope of knowledge, skills and abilities as directed by the Director for Infrastructure Services.



Performance/Skill Standards

The incumbent in this position is responsible and accountable for meeting the performance indicator objectives:

- Tasks allocated are to be performed to agreed standards and/or as per established procedures or guidelines.
- Work goals shall be those as set by the Supervisor, and will be drawn from Council's Operational Plan and Corporate Plan.
- Work is to be carried out in accordance with accepted Industry Standards, Quality Assurance Standards, Workplace Health and Safety Act, legislative requirements and Council policies, procedures and Local Laws.
- Tasks are to be completed within the time frame set by the Supervisor.
- Actively participate in planning and recommending improvements for effectiveness and efficiency of work tasks.
- Maintain a focus on establishing and maintaining relationships based on honesty, trust and integrity.
- Demonstrate a spirit of cooperation toward other employees and the achievement of Council's aims and objectives.
- Provides an integrated support and management style to streamline operational activities.

Delegations

Delegations as per the Council Delegations Register

Organisational connections

- Reports to: **Senior Airport Reporting Officer**
- Directorate leader: **General Manager**
- Direct reports: **Nil**



Key Relationships

Internal

- **Councillors**
Through the General Manager provide advice and education regarding the area.
- **General Manager**
In conjunction with the Manager provide advice and education regarding the area.
- **Directors**
Provide direct support and assist where necessary.
- **All Staff/Employees**
Provide direct support.

External

- **Residents of King Island**
Communicate in an appropriate manner with all residents of King Island.
- **Service Providers and Contractors**
Work collaboratively alongside Service Providers and Contractors.
- **State and Federal Government Agencies**
Liaise, communicate, advocate, lobby and work collaboratively with State and Federal Government Agencies.
- **Community Groups**
Collaborate, network and support groups.
- **Relevant Professional Organisations**
Build a professional relationship and network where appropriate.
- **Other Local Government Authorities**
Work collaboratively with other Councils and Local Government Authorities.



Selection Criteria

Essential Qualifications, Skills and Experiences

- Current Airport Reporting Officer Certificate or ability to obtain.
- Aviation Security Ident Card (ASIC) or ability to obtain.
- Willingness to obtain a Radio Operators Proficiency Certificate.
- Current Drivers Licence.
- Experience in the coordination of emergency responses.
- Ability to take the initiative to solve issues and problems that may arise.
- Firearms licence is required or able to be obtained.
- Political acumen with the ability to competently deal with sensitive and challenging situations.
- Excellent Communication skills - written, oral and interpersonal.
- Proficient in Microsoft Suite and other industry specific programs.

Desirable

- Experience in a similar position.
- Local Government Experience.
- Technical skills including IT systems knowledge.

I have read this Position Description and I agree to undertake the all the duties to the best of my ability

Signed: _____ **Date:** _____



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