

Position Description

Job Title	Airport Operations Officer	Band	5
Team	Aviation	Manager	Manager – Aviation & Compliance

The Nhulunbuy Corporation is a not-for-profit entity that receives its authority from an agreement with Rio Tinto Alcan Gove to manage the township of Nhulunbuy, the nearby Industrial Estate and the Gove Airport.

The Nhulunbuy Corporation's primary responsibility is to provide services to Nhulunbuy residents, businesses and ratepayers.

Position objectives

- Contribute towards a team effort ensuring that Gove Aerodrome is safely operated in accordance with the required regulatory requirements and to maintain a harmonious relationship with aviation stakeholders and the travelling public.
- Assist in the effective and efficient operations of the airport.
- Assist in ensuring the integrity of our security controlled airport.
- Assist in maintaining the aerodrome, Obstacle Limitation Surfaces and surrounds to the standard required by the Civil Aviation Safety Authority.
- Conduct airport grounds maintenance.
- Provide a high level of customer service and public education with respect to vehicle parking management.
- Have a responsibility to yourself and team mates to ensure a safe working environment.

Relationship

Internal: Manager – Aviation & Compliance
Senior Airport Operations Officer
Airport Operations Officer
Nhulunbuy Corporation employees (as required)

External: Members of the public
Airline staff
Airport tenants
Rio Tinto Gove Operations
Emergency Services
Contractors and consultants

Responsibilities

- Conduct the role of Airport Reporting Officer (ARO) in accordance with the Aerodrome Manual and MOS 139.
- In the event of an aircraft crash or alert situation, with the assistance of the senior officer follow the procedures contained in the Aerodrome Emergency Plan.
- Carry out the role of Works Safety Officer (WSO) in accordance with the Aerodrome Manual and MOS 139.
- Assist in the preparation of Method of Working Plans, NOTAM's and compilation of partial runway unserviceability operational information.
- Maintain the aerodrome, Obstacle Limitation Surfaces and surrounds to the standard required by the Civil Aviation Safety Authority.
- Assist in ensuring the integrity of our security controlled airport and that security procedures are implemented in-line with the Gove Airport Transport Security Program.
- Follow requirements to ensure the airport operations are conducted in accord with the Gove Aerodrome Manual.
- Provide administrative support to the Manager – Aviation & Compliance.
- Attend meetings in the absence of other senior airport staff.
- Maintain aerodrome plant and equipment to safe and efficient working condition.
- Maintain the terminal surrounds to a clean and orderly state.
- Take ownership of special maintenance and capital projects on the airport.
- Oversee and supervise contracted labour force when utilised on the airside of the airport.
- Prepare routine reports and routine correspondence as required.
- Carryout gardening, landscaping and general maintenance around the airport.
- Follow the Corporation's (NCL) Environmental Policies and Occupational Health and Safety procedures and practices for aerodrome operations.
- Share after hours contact (on-call) for emergencies and aerodrome related issues.
- Perform the role of Senior Airport Operations Officer, when required.
- Any other duties relevant to the effective and efficient operations of a certified aerodrome or any other duties required by the Chief Executive Officer.

Minimum requirements

Essential skills and experience

- Demonstrated experience in airside operations
- Demonstrated compliance skills in MOS 139, OHS, Aerodrome Manual, Safety Management System and Transport Security Program
- Demonstrated experience in administrative activities
- Hold a current C or HR class Driver's Licence
- Ability to work in an office and outdoor environment
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position
- A willingness to undertake a worker's claim history check to satisfy the inherent physical requirements of the position
- Compliance with the Airport Drug and Alcohol Management Plan (DAMP) and the requirements of the Civil Aviation Safety Amendment Regulations 2008 (No.1)
- Capacity to maintain strict confidentiality in all facets of the position's responsibility
- Demonstrated experience in the operation of plant relevant to position (i.e. tractor and slasher, whipper snipper, hedger, mowers, elevated work platform, etc)
- Basic mechanical knowledge commensurate with plant operations and maintenance
- Adequate communication skills (spoken and written)

- Good understanding of the principles and practices of Equal Employment Opportunity and Occupational Health and Safety and an ability to apply them to the work practices
- The ability to obtain and retain an Aviation Security Identification Card and a Firearms Licence
- Current Airport Reporting Officer's certificate or recognised industry equivalent and minimum of two years airport operations experience in a similar role
- Aircraft Radiotelephone Operator Certificate of Proficiency and appropriate experience
- An understanding of CASA, DOITRD, ATSB, ASA and relevant airport operational procedural documentation
- Good relationship skills and conflict resolution
- Demonstrated ability to operate in a remote and harsh environment

Desirable skills and experience

- First Aid Certificate
- Northern Territory Firearm Licence and experience in safe management of fire arms
- Experience in parking control activities and issuing of parking infringements
- HR Driver's Licence with an ability to operate a manual transmission
- A minimum of two years airport operations experience

Demonstrated awareness of;

- Aviation Transport Security Regulations
- Civil Aviation Safety Regulations
- Manual of Standards Part 139
- Aerodrome Manuals
- Transport Security Programs
- Drug and Alcohol Management Plans
- Authority to Drive Airside
- Safety Management Systems
- Occupational Safety and Health
- Method of Working Plans
- Wildlife Hazard Management Plans
- Issue of NOTAMs

Competencies

- Self-starter and strategic thinker
- Proven organisational ability and commitment to a team environment
- OHS awareness and continuous safety regimen
- Strong commitment to the Nhulunbuy Corporation's Vision, Mission, Goals and Values
- Adequate level of computer literacy
- Demonstrated experience in domestic airport operations
- Ability to resolve minor operational, safety, security and maintenance issues
- Good communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service
- Ability to respond to out of hours requests for assistance and advice relevant to the safe operation of the airport
- Demonstrated conflict resolution and negotiation skills
- Good time management, planning and organisational skills
- Demonstrated experience with the work practices and policies relevant to the unit