

Position Description

Job title	Senior Airport Operations Officer	Band	6
Team	Airport Operations	Manager	Manager, Aviation and 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 objective

As the Senior Airport Operations Officer, you will be responsible for the day to day tasking and supervision of the Aerodrome operations team in direct consultation with the Manager, Aviation and Compliance for operations at Gove Aerodrome. You will have a high level of communication skills dealing with a wide range of complex situations in a remote setting. This is a hands-on role and requires a practical approach coupled with excellent leadership and problem-solving skills. You will be expected to backfill the position of Aerodrome Manager as required in the managers absence.

This position is vital to ensuring the operations of Gove Airport are carried out in the most efficient and effective manner while maintaining compliance with all relevant regulatory and company standards. The continued development of good working relationships with customers, staff and the public are paramount.

Relationships

Internal: Manager, Aviation and Compliance
Airport Operations team members
Nhulunbuy Corporation employees at all levels

External: Members of the public
Airline and aircraft operators
Airport tenants and service providers
Rio Tinto Gove Operations
Emergency services
Contractors
Territory and Federal Government authorities

Responsibilities

- Establish priorities, implement and monitor effective works planning and scheduling mechanisms to maximise available resources ensuring compliance with all relevant regulatory and company standards
- Supervise, co-ordinate and be responsible for all activities performed by the Airport operations team in daily functions at the aerodrome
- Order and procure materials and equipment and to ensure appropriate stock control
- Establish and continually upgrade procedures and records for Airside Driving Authority, security key issue and auditing, Safety Management System, VIC system, etc.
- Prepare and implement effective plant, equipment and infrastructure maintenance schedules
- Prepare and implement effective works programs and budgets and ensure compliance to timelines

- Mentor and contribute to the skills development of all members of the Airport Operations team
- Undertake the various roles of Supervisor, Works Safety Officer, Airport Reporting Officer, Security Officer and groundsman, as required
- Provide a high level of customer service and encourage a positive rapport with all stakeholders
- Provide a high level of administrative support and technical support to Manager, Aviation and Compliance
- Maintain relevant aerodrome records
- Maintain and supervise employee records, time sheets, leave applications, incident and accident reports
- In the event of an aircraft crash or alert situation, respond as per the procedures contained in the Aerodrome Emergency Plan
- Assist in the preparation of Method of Working Plans, NOTAMs and compilation of partial runway unserviceability operational information
- Monitor and maintain the aerodrome Obstacle Limitation Surfaces and surrounds to the standard required by the Civil Aviation Safety Authority
- Monitor and take appropriate action to ensure the security integrity of the airport grounds and operations in accord with the Gove Airport Transport Security Program
- Assist in the operation of the airport in accordance with the Gove Aerodrome Manual
- Oversee and maintain the terminal surrounds to a clean and orderly state
- Oversee and supervise contracted labour force
- Ensure that security procedures are implemented in line with the Gove Airport Transport Security Program. This includes the issuing of Visitor Identification Cards (VIC), conducting VIC Audits, security screening and maintaining the integrity of all secure areas on the airport.
- Prepare routine reports and routine correspondence as requested by the Manager, Aviation and Compliance
- Ensure NCL's Environmental Policies and Occupational Health and Safety standards are adhered to for all associated personnel and works
- Participate (remunerated) in NCL's airport on-call/after-hours emergency rotation roster for emergencies and aerodrome related issues including afterhours work as required
- Any other duties relevant to the effective and efficient operations of a certified aerodrome or any other duties requested by the Manager, Airport Operations
- Provide hands-on guidance and assistance to Airport Operations Team, taking an active role in maintenance activities.
- Provide specialised/technical service and complete work with elements of complexity
- Assist in maintaining currency of the suite of manuals, policies, regulatory and legislative documents

Minimum requirements

Essential skills and experience

- A minimum of five years airport operations experience with at least two years in a supervisory/leadership role
- Sound time management, planning and organisational skills
- Strong problem-solving skills
- Ability to act on own initiative and operate with minimum supervision
- Above average negotiation/communication skills (both oral and written)
- Demonstrated experience in administrative activities
- Demonstrated experience in airside operations
- Demonstrated compliance skills in MOS 139, OHS, Aerodrome Manual, Safety Management System and Transport Security Program
- Hold a current C or HR class Driver's Licence
- 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, paint machine, mowers, elevated work platform, etc)
- Basic mechanical knowledge commensurate with plant operations and maintenance
- Sound 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
- Aeronautical Radio Operator Certificate and appropriate experience
- A sound understanding of CASA, DOITRD, ATSB, ASA and relevant airport operational procedural documentation
- Demonstrated ability to operate in a remote and harsh environment

Desirable skills and experience

- First Aid Certificate
- Relevant plant operation certification/licences
- Northern Territory Firearm Licence and experience in safe management of fire arms
- Experience in parking control activities and issuing of parking infringements

Demonstrated working knowledge

- 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
- Demonstrated leadership, coaching and conflict resolution skills
- OHS awareness and continuous safety regimen
- Strong commitment to the Nhulunbuy Corporation's Vision, Mission, Goals and Values
- Demonstrated experience in domestic airport operations
- Ability to resolve minor legislative compliance, operational, safety, security and maintenance issues
- Ability to respond to out of hours requests for assistance and advice relevant to the safe operation of the airport

Approved by _____

Date _____