



## 1. Position Identification

<b>Title:</b>	Coordinator Airport Operations – ARO				
<b>Position Number:</b>	PE.RE.134	<b>Level:</b>	8/9	<b>Agreement:</b>	Shire of Exmouth Enterprise Agreement 2017
<b>Department:</b>	Operational and Infrastructure Services				
<b>Section:</b>	Aviation - Learmonth Airport				
<b>Location:</b>	Exmouth, Western Australia				

## 2. Reporting Relationships

<b>Reports to:</b>	Airport Operations Manager
<b>No of Direct Reports:</b>	Team Leader Heliport Aviation Officers

## 3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**  
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**  
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**  
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**  
We strive for continuous improvement, embrace change and challenge the status quo.

## 4. Role Purpose

The Coordinator Airport Operations – Aerodrome Reporting Officer (ARO) is a crucial leadership position that is responsible for the day-to-day activities, and operations inclusive of maintenance activities at Learmonth Airport to the Transport Security Program (TSP), Aviation Security Act (ASA), Aviation Security Notice (ASN) and Aviation Standards (AS).

## 5. Key Objectives

This role is responsible for the supervision and leadership of Aviation staff and ongoing review and maintenance of the Shire of Exmouth Aviation Operational Manuals including but not limited to Security Programs, Emergency Plans, and Safety Management Systems.

This Leadership role will support an inspiring team environment with an open communication culture. Oversee day-to-day operations including planning and rostering of the Aviation team. Monitor team performance and motivate team members. You will be the first point of contact for all team members and be proactive to ensure smooth team operations and effective collaboration.

## 6. Key Responsibilities

### Operations

- Accountable for all airside areas, including maintaining operational control, and operational performance of those areas.
- Coordinate the use of all airside areas including aprons and GSE areas.
- Liaise with ground handlers and other airside users in relation to compliance, safety and operation of the airport.
- With the Airport Operations Manager, coordinate ad-hoc aircraft parking requests and provide information on the aerodrome to aircraft operators.
- Manage and enforce the airside vehicle and driver program including the development of operational standards for drivers.
- With the Airport Operations Manager coordinate and monitor compliance of the airspace associated with the airport.
- Provide operational and technical advice regarding all airside works including the preparation of method of working plans.
- With the Airport Operations Manager maintain all relevant aerodrome manuals to a compliant standard.
- Provide reports statistics and data, as required, on airside operational performance.
- Carry out the duties and responsibilities of the Airport Reporting Officer role as required to ensure airside operational requirements are met.
- Assist with internal and external audits, reviews, annual technical inspections, both regulatory and customer required.
- Assist the Airport Operations Manager to ensure compliance with MOS 139, TSP, relevant training, standards, processes, and procedures
- Maintain the terminal in accordance with applicable legislation especially in regard to the TSP and WHS.
- Liaise with emergency services personnel taking responsibility for the airport's response in accordance with documented procedures.
- Primary contact and first responder for any incidents or accidents at the airport and assist in subsequent investigations.
- Assist the Airport Operations Manager with aerodrome emergency exercises.
- Participate in the review of the Learmonth Airport Master Plan.
- Coordinate communications with R.A.A.F Learmonth Department of Defence.
- Address customer inquiries and concerns in a professional and timely manner.
- Stay abreast of relevant aviation regulations and ensure airport operations adhere to legal requirements.
- Facilitate effective communication between various airport stakeholders, including airlines, ground service providers, and regulatory agencies.
- Coordinate with internal departments to optimize resource allocation and operational efficiency.
- Coordinate and facilitate a high standard of operation of the Screening Point and ensure that it is compliant with the ASN and any Home Affairs requirements

### People and Culture

- Lead, manage, monitor and review the performance of aviation service employees.
- Develop, evolve and sustain a safe and positive workplace culture.

- Develop and deploy learning and development programs to train and mentor aviation service employees.
- Develop rosters and manage leave liabilities.
- Undertake workplace investigations and support alternate dispute resolution processes as required.

#### **Finance**

- Contribute to the development of the airport annual budget.
- Undertake regular budget reviews and report any variances.
- Assist with detailed cost estimates for any works that are to be undertaken airside.
- Assist monitor airside works to ensure that they are conducted consistent with operational and project budgets.

#### **Other**

- Any other duties as tasked by the Airport Manager.

## **7. Risk Management and Workplace Health and Safety**

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

## **8. Qualifications and Work Experience**

#### **Mandatory**

- Valid permanent Australian Work Rights.
- Ability to obtain and hold an Aviation Security Identification Card (ASIC).
- Ability to obtain Certificate II in Aviation Transport Protection or equivalent qualification.
- Ability to obtain a qualification in Dangerous Goods (DG) awareness.
- Ability to obtain recertification as may be required for any qualifications held, as deemed necessary.
- Hold current Western Australian “C” class driver’s licence (or able to obtain within 3 months).

#### **Essential**

- Demonstrated experience in airport operations including associated regulations.
- Aeronautical Radio Operator Certificate (AROC).
- Obtain Home Affairs “Qualified Accreditor” status
- Ability to interpret and implement changes in regulations.
- Strong knowledge of aviation regulations, safety standards and emergency response procedures
- Understanding of Work Health and Safety legislation and ability to apply this in the workplace.
- Understanding of operations within an aviation security environment.
- Ability to interpret and apply technical documentation.
- Demonstrated ability in leadership, culture and supervision of small teams.
- Excellent customer service skills.
- High level verbal and written communication skills.
- High level computer literacy including Microsoft programs such as Excel, Word and Outlook.
- High level interpersonal skills with the ability to lead a team.

#### **Desirable**

- Tertiary qualifications in or progression towards in Aviation Management, Air Operations, or related field