

POSITION DESCRIPTION



Date: 10 July 2024

1. Position Identification

Title:	Aviation and Administration Officer				
Position Number:	PE.RE.139	Level:	6	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Operational and Infrastructure Services				
Section:	Aviation – Learmonth Airport				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Coordinator Airport Operations - ARO
Direct Reports:	Nil

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 role of Aviation & Administration Officer supports the day-to-day activities and operations of the Learmonth Airport (Heliport and Screening), including assisting with the day to day administration activities of the Airport. Screening activities must comply with the Transport Security Program (TSP), Aviation Security Act (ASA) and Aviation Standards (AS).

5. Key Objectives

Aviation: Perform security functions which may include but not limited to maintaining secure areas, advising airport users of correct security procedures and screening of passenger baggage.

Heliport: Coordinate, work alongside supporting the check in, passenger screening and facilitation, baggage and freight, briefings, lifejackets and hearing protection, loading procedures, parking and refuelling activities in relation to all Helicopter activities. All functions are undertaken in accordance with the Shire of Exmouth and relevant Oil and Gas and Helicopter company processes, policies and procedures.

Administration: Effectively provide services across a range of administrative activities demonstrating flexibility and independent thinking and contribute to the development and improvement of administration procedures.

6. Key Responsibilities

Heliport Operations

The Aviation Officer must be able to perform all functions of the Learmonth Heliport subject to training and competencies.

Regulatory Compliance

Comply with all policy and procedural documentation in relation to Oil and Gas and Helicopter Operators.

Passenger Facilitation

Perform passenger facilitation which may include, but not limited to, subject to completed training and competencies:

- Screening of passengers
- Breathalyser testing of passengers
- Coordination of other drug and alcohol activities
- Manual screening of baggage
- Conduct passenger briefing, and continuously observe briefings
- Assist passengers with donning of lifejackets and hearing protection with responsibility to confirm correct fit prior to embarking helicopters
- Assist with the collection and hearing protection from disembarking passengers
- Marshalling passengers to and from helicopters
- Perform any other passenger facilitation duties as required

Ramp and Ground Handling

Perform passenger facilitation which may include, but not limited to, subject to completed training and competencies:

- Baggage handling
- Freight handling, inspection, recording and reconciliation to manifest
- Loading, unloading and facilitation of passengers and freight of Helicopters
- Securing the Helicopter safely prior to flight
- Ensure passengers have appropriate life jackets and hearing protection prior to boarding the helicopter.
- Clean and tidy helicopter cabins
- Assist with refuelling activities
- Marshalling to and from designated parking positions
- Ensure emergency response activities and equipment are in place
- Perform any other ramp duties as required

General Passenger, Operational and Ramp duties

- All equipment is maintained and regular maintenance is carried out
- Ensure pre-starts are completed
- Assist in cleanliness and supplies of all facilities related to the Heliport

Screening Operations

The Aviation Officers must be able to perform all functions of the Screening at Learmonth Airport, subject to training and competencies.

Regulatory Compliance

- Operate security screening equipment which may include, but not limited to Explosive Trace Detection (ETD), checked in baggage screening, passenger and baggage screening equipment, liquids, aerosols and gases (LAGS) and walk through.
- Prepare and maintaining a secure (sterile) area as required in accordance with procedures.

- Report security related incidents to the Airport Operations Manager.
- Conduct security patrols as requested by the Airport Operations Manager.
- Once trained, maintain x-ray Threat Image Projection (TIP) screener statistics in excess of 75%.
- Issue of Visitor Pass (VIC) within the TSP process.
- Observe and report the wearing of ASIC's airside.
- Assist in cleanliness and supplies of all facilities related to the Terminal.

Administration

- Point of contact for Airport enquiries.
- Coordinate Aviation Officer training records and ensure the MYOSH system is updated.
- Administer the airport's stores, purchases and accounts payable.
- Assist with the compilation of reports and statistical data relevant to the operations; and
- Coordinate regulatory compliance documentation and record keeping in Synergy.

Other: Any other duties as tasked by Coordinator Airport Operations or Airport Operations 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 Requirements

- 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 national "C" class driver's licence.

Essential Requirements

- Developed customer service skills.
- Relevant administration experience preferably in a local government or aviation setting.
- Developed verbal and written communication skills and the ability to find solutions to operational issues as they arise.
- Developed computer literacy including the use of;
 - Microsoft suite of products, Work, Excel, Word and Outlook
 - Business systems such as Synergy and Altus
- Developed interpersonal skills with the ability to work effectively in a team environment.
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable Requirements

- Aviation or heliport experience.
- Aeronautical Radio Operator Certificate (AROC).

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.