

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Airport Commercial Officer – Finance and Leasing</b>
<b>Position Number:</b>	<b>10868</b>
<b>Directorate:</b>	<b>Strategic Projects and Infrastructure</b>
<b>Reports to:</b>	<b>Airport Commercial &amp; Terminal Coordinator</b>
<b>Department:</b>	<b>Airport</b>
<b>Agreement:</b>	<b><i>City of Karratha Enterprise Agreement 2021</i></b>
<b>Classification:</b>	<b>Level 4</b>

### 1. POSITION OVERVIEW

The airport department is responsible for the management and operations of Council's Airports including airside, terminal and landside operations, power and water provision, leased area management and controlled parking.

This position provides support in the management of finance, budgeting, invoicing, leasing and contracts for the airport.

#### 1.1 Position Objectives

To provide technical administrative and project support to the Airport team in aspects of finance, leasing, contracts and revenue operations. In addition, provide high levels of customer service to Airport users and stakeholders whilst contributing to ensuring contractual and statutory obligations are met.

- Provide support in leasing, contracts, commercial documentation, record keeping, data entry and database management.
- Provide high level administrative and technical support to the airport team.
- Provide support in financial management, revenue collection, billings, recoveries, invoicing, grant funding applications and lease data entry and database management.
- Provide project support by preparing relevant documentation.
- Support airport staff by preparing documentation, producing reports, assisting in meetings and ensuring timeframes are met.
- Support the Airport Commercial & Terminal Coordinator as required.
- Support the Manager Airport by providing reports and assisting in liaising with tenants and customers.

### 2. DUTIES AND RESPONSIBILITIES

#### 2.1 Commercial Support

- Preparation and administration of property (retail and commercial) proposal documents for new and lease renewals
- Coordinate with the Leasing Team to ensure leases are prepared and sent to the tenants
- Administration and maintenance of the airport leases register, insurance (Certificate of Currency) register, licences and corresponding databases to ensure currency and accuracy.
- Conduct property inspections as stipulated in the lease documents and follow-up any outstanding non-compliances.

- Conduct administration relating to all tenant billing, including completing meter reads, data collation, and calculations to ensure prompt and accurate monthly billing for tenant consumables and rent.
- Administration of market rent reviews and property valuations.
- Administration and maintenance of the airport's service contracts register, and associated licences.
- Ensure that property operations are conducted in accordance with the City of Karratha and Airport policies and procedures, as well as statutory requirements.
- Contribute to the development of policies and procedures.
- Conduct benchmarking against other airports and comparable off-airport facilities as required.

## **2.2 Budget and Finance**

- Assist with financial management of airport budgets including contributing to the preparation, and monitoring of budgets in liaison with the Manager Airport and Airport Commercial & Terminal Coordinator
- Provide assistance with the preparation and monitoring of fees and charges.
- Prepare and process purchase orders for the wider Airport team.
- Process financial transactions such as invoices, receipts and banking.
- Provide support for applications and management of grant funding for various airport projects
- Assist in analysing trends, reports and financial documents.
- Prepare financial and data analysis reports in relation to the airport budget.

## **2.3 Customer Service**

- Act as the initial point of internal customer service contact for enquiries arising from the tenants, services and leased facilities.
- Support the tenants with any building maintenance requests or minor works.
- Perform relief and support administration duties to the airport team as required.

## **2.4 Administrative Support**

- Provide administration support to the Manager, Coordinators and broader airport team.
- Liaise with internal and external stakeholders in relation to advertising and promotion of the airport.
- Prepare reports and other documentation as required.
- Other duties as required.
- Maintain required documentation.
- Maintain correspondence lists, distribution lists and spreadsheets
- Register project files.
- Register Synergy records ensuring all formal communication is captured and recorded appropriately.

## **2.5 Emergency Management**

- During emergencies support the Airport Team and external support organisations like ARFFS, Police, Fire Brigade, SES, Department of Communities and DFERS
- Assist and attend the Aerodrome Emergency exercises and any associated training

## **2.6 Health & Safety**

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Report all hazards using the airport online reporting system (SERA).
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

## **3. SKILLS, KNOWLEDGE AND EXPERIENCE (KEY SELECTION CRITERIA)**

### **3.1 Authority and Accountability**

- Demonstrated ability to interpret commercial documentation including service contracts, leases, financial spreadsheets and project documentation.
- Ability to consistently meet agreed administrative and regulatory deadlines.

### **3.2 Judgement and Problem Solving**

- Demonstrated experience in the areas of time management, working autonomously and within a team, problem solving, public relations and conflict management.
- Ability to work in an organised manner with a high levels of initiative and interpersonal skills.

### **3.3 Specialist Knowledge and Skills**

- A Demonstrated understanding of commercial and financial aspects of a business.
- Demonstrated skills in administration, record keeping, problem solving and time management.
- Demonstrated computer skills including the use of software such as Microsoft Office, especially Excel.
- Ability to learn and adapt to specific software systems utilised by the airport and City.
- Knowledge of project and financial management practices
- Knowledge of general office administration procedures, office functions and equipment.

### **3.4 Interpersonal Skills**

- Effective communication and public relations skills.
- Ability to maintain confidentiality.
- Ability to work effectively within a team environment and independently.
- Demonstrated skills in verbal and written communication with a high degree of accuracy and attention to detail.

### **3.5 Qualifications and Experience**

- Previous experience in an administration role, including experience in finance and leasing.
- A current C class driver's licence
- A National (or Federal) Police Certificate not more than 6 months old
- An aviation security identification card (ASIC) or have the ability to obtain. Note: It is a requirement to remain holding an ASIC for the duration of employment.
- Qualifications in administration or management (desirable)
- Current first aid certificate or ability to obtain one (desirable)
- Airport experience (desirable)

### **3.6 Pre-Employment and Ongoing Screening**

- After appointment has been made the employee will be required to undergo and pass a drug and alcohol test and a background check in accordance with the Aviation Transport Security Act.
- The employee will be required to undergo regular drug and alcohol tests as required by the employer and the Civil Aviation Safety Authority during their employment.