

POSITION DESCRIPTION

Position Title:	Airport Compliance and Safety Officer
Position Number:	10802
Directorate:	Strategic Projects and Infrastructure
Reports to:	Manager Airport
Department:	Airport
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 5

1. POSITION OVERVIEW

The Airport department is responsible for the management of operations at Karratha Airport. This includes airside, terminal and landside operations as well as the provision of assets and services and lease management.

The position is responsible for security operations, security asset management, compliance management and safety management.

1.1 Position Objectives

- Plan the development and replacement of security infrastructure in order to meet demand.
- Develop security operations to meet regulatory requirements
- Manage the security operations to ensure that airlines and passengers are supported in a cost effective manner.
- Liaise with the Airport Operations Coordinator and Airport Commercial & Terminal Coordinator to ensure that audit and safety activities are aligned and 100% compliance is achieved.
- Support the Manager Airport by providing expert knowledge on matters pertaining to security operations and compliance management.

2. DUTIES AND RESPONSIBILITIES

2.1 Security Operations

- Coordinate and monitor security of the terminal including screening services.
- Provide operational and technical advice in regards to security operations
- Oversee the issuance of VIC passes
- Prepare plans to ensure that terminal security operations are timed to meet growth in aircraft movements, passenger numbers and international operations

2.2 Compliance and Safety Management

- Maintain, review and amend regulatory compliance manuals and airport operational documentation.
- Assist the Airport Operations Coordinator in maintaining, reviewing and amending the safety management system.
- Develop and update compliance policies and procedures and maintain a document control system for all airport documentation.
- Oversee all airport areas for compliance with regulatory requirements, policies, standards and practices.
- Conduct internal audits and reviews of compliance against all regulations and airport procedures.
- Facilitate external and/or regulatory audits and reviews.
- Facilitate annual technical inspections.

- Ensure that all staff are appropriately trained and that records are maintained to ensure regulatory compliance.
- Maintain, amend and review all training material provided by the airport.
- Manage, amend and review the airside driver training program in including standards, training and documentation.
- Assist the Manager Airport in developing and implementing standards, processes and procedures in relation to the management of the airport.
- Investigate all incidents, accidents and security breaches providing advice to the Manager Airport on actions to address any systemic issues.
- Maintain the terminal in accordance with applicable legislation especially in regards to transport security and occupational health and safety requirements.
- Maintain and coordinate the use of all data within the airport's Safety Event Reporting and Analysis (SERA) system.
- Maintain, amend and review the terminal evacuation plan including acting as chief warden when required.

2.3 Other

- Prepare the security operations and compliance budget and contribute to the development of the airport annual budget.
- Undertake regular budget reviews and report any variances.
- Prepare detailed cost estimates for any works that are to be undertaken.
- Monitor any security works to ensure that they are conducted consistent with operational and project budgets.
- Prepare project documentation in relation to security infrastructure projects.
- Evaluate tenders for security projects.
- Monitor compliance with contracts including timelines and financial performance.
- Audit contract works in accordance with procurement and safety standards.
- Represent the airport at project meetings affecting security operations
- Other duties as required

2.4 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

2.5 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.
- 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

- Works under general supervision of the Manager Airport
- Works in accordance with approved Council's policies, procedures and guidelines.

3.2 Judgement and Problem Solving

- Ability to respond to and meet regulatory deadlines.
- Demonstrated ability meet targets in an efficient and cost effective manner.

3.3 Specialist Knowledge and Skills

- Demonstrated understanding of the Air Navigation Regulations, Civil Aviation Safety Regulations, Aviation Transport Security Act/Regulations and Occupational Health and Safety legislation. Demonstrated understanding of airport operations.
- Ability to interpret and apply airport operations and other workplace related legislation and regulations including implementing changes.
- Advanced written communication skills in order to produce analytical reports, presentations and council reports.
- Ability to interpret and apply technical documentation.
- Demonstrated administrative ability especially in the area of records keeping.
- Demonstrated understanding of operations within an aviation security environment.

3.4 Interpersonal Skills

- Demonstrated ability to work effectively within a small team including supporting other roles outside of the usual area of expertise.
- Demonstrated ability to effectively communicate with all levels of the organisation.
- Demonstrated ability to communicate technical advice to management, staff and contractors.
- Demonstrated ability in conflict management. Advanced interpersonal skills in order to liaise with internal and external agencies in a productive and effective manner.

3.5 Qualifications and Experience

- Previous experience in an audit role preferably in a safety critical and regulated environment
- Experience in compliance management in a high risk, safety critical industry.
- Tertiary qualifications in airport management, audit and compliance or a related field (mandatory if no previous experience in airport compliance management)
- Hold a current C class driver's licence
- Hold, prior to employment, a national police certificate not more than 6 months old
- Hold, or ability to obtain, an aviation security identification card, ASIC. Note: It is a requirement to remain holding an ASIC for the duration of employment

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.