

POSITION DESCRIPTION

Position Title:	Airport Operations Coordinator
Position Number:	10792
Directorate:	Strategic Projects and Infrastructure
Reports to:	Manager Airport
Supervises:	Senior Airport Reporting Officer and Airport Reporting Officers
Department:	Airport
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 7

1. POSITION OVERVIEW

The Airport department is responsible for the management of operations at Karratha Airport. This includes airside, terminal and landside operations, lease management, provision of services such as power and water, asset management and controlled parking.

This position is responsible for planning airside infrastructure, maintenance of airside, landside services and major terminal infrastructure, airside safety management and management of the aerodrome reporting officers (AROs).

1.1 Position Objectives

- Maintain complaint and safe operations of all airside activities at the airport.
- Planning the development and replacement of airside, landside services and major terminal infrastructure in order to meet demand.
- Planning and implementation of maintenance of airside, landside services and major terminal infrastructure to ensure compliance with appropriate regulations in a cost-effective manner.
- Manage the senior ARO, the ARO team and their work output.
- Ensure safety programmes are in place and constantly reviewed for airside operations and for worker health and safety.
- Liaise with the Airport Commercial & Terminal Coordinator to ensure that activities are aligned and that there is a seamless customer and passenger experience.
- Liaise with the Airport Compliance and Safety Officer on all compliance matters.
- Support other staff by providing ARO services to assist in the operation of terminal and landside assets.
- Support the Manager Airport by providing expert knowledge on matters pertaining to operations.

2. DUTIES AND RESPONSIBILITIES

2.1 Airside 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.

- 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.
- 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.
- Responsibility for maintaining 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

2.2 Airside Planning

- Prepare plans to ensure that airside capacity growth is timed to meet growth in aircraft movements and passenger numbers.
- Assist in developing and implementing standards and procedures in relation to airside operations.
- Maintain data and other information on air traffic, including forecasts.
- Implement airport and council plans as they relate to airside matters.

2.3 Asset Management and Planning

- Ensure that preventative and breakdown maintenance is conducted in a timely and cost-efficient manner for the emergency power system.
- Ensure that preventative and breakdown maintenance is conducted in a timely and cost-efficient manner for the hydrant pumping system.
- Prepare plans for asset replacement and/or upgrades.
- Ensure that preventative and breakdown maintenance is conducted in a timely and cost-efficient manner for the terminal baggage system, landside services and road network.
- Provide operational oversight for the wastewater treatment plant (WWTP).

2.4 Project and Contract Management

- Prepare project documentation in relation to airside projects and major terminal infrastructure.
- Evaluate tenders for airside 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 airport operations.

2.5 Safety Management

- Maintain the aerodrome in accordance with the Civil Aviation Safety Authority Manual of Standards Part 139.
- Manage the airports safety management system including testing and compliance.
- Assist in investigations and incidents that pertain to airport operations.

2.6 Staff Management

- Provide leadership and support to the airport operations team and develop a team culture.
- Train and mentor the airport operations team to ensure that regulatory and development requirements are met.

- Ensure that a work program is provided to the airport operations team to achieve regulatory compliance, ongoing maintenance targets and project deadlines.

2.7 Emergency Management

- 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.
- Manage Aerodrome Emergency exercises.

2.8 Budget

- Prepare the airport airside operations 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 airside.
- Monitor airside works to ensure that they are conducted consistent with operational and project budgets.

2.9 Health & Safety

Coordinators are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the WHS Risk Management Procedure.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- The employees of the City are not exposed to hazards in their working environment.
- Other roles and responsibilities outlined in the WHS Management: Roles and Responsibilities.

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

3.1 Authority and Accountability

- Works under limited supervision of the Manager Airport
- Works in accordance with approved Council's policies, procedures and guidelines.
- Ability to exercise a degree of autonomy
- Ability to respond to and meet regulatory deadlines.

3.2 Judgement and Problem Solving

- Demonstrated ability to work as part of a team and autonomously to ensure that targets are met in an efficient and cost-effective manner.
- Proven decision making and problem-solving skills, which accommodates organisational values
- Demonstrated initiative, problem solving and conflict management skills
- Ability to manage and coordinate conflicting priorities to meet strict deadlines

3.3 Specialist Knowledge and Skills

- Demonstrated experience in airport operations including associated regulations.
- Ability to interpret and implement changes in regulations.
- Understanding of workplace legislation which is not necessarily airport specific such as environmental and workplace health and safety.
- Demonstrated administrative ability especially in the area of records keeping.
- Comprehensive understanding of the Manual of Standards (MOS) Part 139.
- Understanding of Occupational Health and Safety legislation.
- Understanding of operations within an aviation security environment.
- Ability to interpret and apply technical documentation.
- Demonstrated ability to formulate strategic plans and transform strategic concepts into practical outcomes

3.4 Management Skills

- Demonstrated ability in leadership and supervision of small teams and contractors in an operational and regulated environment.
- Demonstrated leadership and management skills including knowledge of human resource practices such as equal employment opportunity and occupational health and safety

3.5 Interpersonal Skills

- Demonstrated ability to lead teams and communicate within all levels of the organisation.
- Demonstrated ability to communicate technical advice to management, staff and contractors.
- Advanced interpersonal skills in order to liaise with internal and external agencies in a productive and effective manner.
- Highly developed numeracy, written and verbal communication skills relevant to the work area.
- Excellent time management and organisational skills.

3.6 Qualifications and Experience

- 3 to 5 years' experience in airport operations with a minimum two years' experience in a supervisory role.
- Hold a current aerodrome reporting officer (ARO) qualification.
- Hold a current manual national C class driver's licence.
- Hold, prior to employment, 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.
- Hold a current first aid certificate (desirable).
- Tertiary qualifications in airport management, engineering or a related field (desirable)

3.7 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.