

Queensland Airports Limited

Role Description

Position Title:	Aerodrome Reporting Officer
Location:	Mount Isa
Department:	Aviation
Reports to:	Airport Manager
Reporting to this position:	Nil

Position Purpose:

To ensure the aviation safety and security integrity of the Mount Isa Airport and effectiveness of service provided to customers.

Corporate Vision, Mission and Strategic Direction

Vision

Engaging customer, connecting communities, exceptional experiences

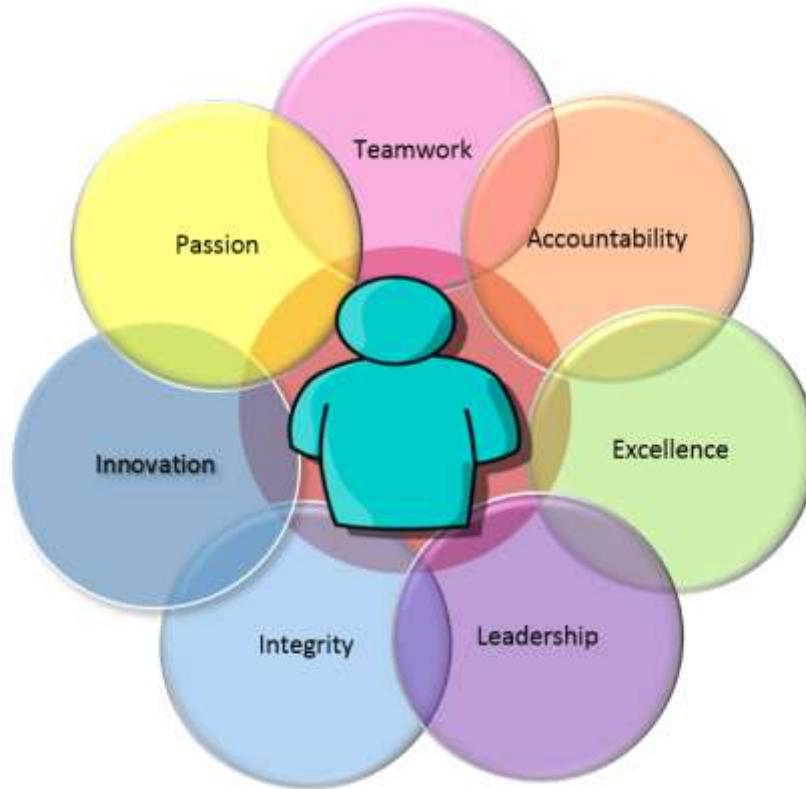
Our Mission

To be the best regional airport owner and operator in Australia

Strategic Pillars



Our five pillars guide our strategic direction. Within each pillar are strategies to deliver our goals and realise our vision. These strategies drive our existing business and underpin any acquisitions.



Job Role Requirements

Objective 1: Safety and Security

- Ensure the safe and secure operation of the airside environment in accordance with relevant regulations and company SOPs
- Audit, enforce and report on safety and security issues at the airport
- Conduct serviceability inspections of the movement areas/lighting in accordance with the requirements of the Aerodrome Manual and MOS 139 and maintain the integrity of movement area and OLS surfaces
- Conduct regular patrols and surveillance airside on airport in accordance with the requirements of the Aerodrome Manual and TSP
- Investigate and monitor safety and security breaches and initiate appropriate actions
- Identify and attend to customer requirements in an effective and timely manner
- Develop effective working relations with industry, clients & staff
- Assist in ensuring compliance with the Airside Vehicle Control handbook
- Provide airside vehicle escorts as required.
- Contribute to Airport Emergency Response by way of but not limited to:
 - Providing a coordinated first response in the event of an emergency
 - Maintaining required training levels to respond effectively in an event of an emergency
 - Participate in the continuous improvement of the Emergency Response Program
 - Maintain awareness of the Airport Emergency Plan and emergency procedures
 - Ensure that the Emergency Response equipment is fully serviceable and that consumables are not time expired.

- Monitor and control access to the airside in accordance to the TSP
- Implement airside inspection access control measures including
 - Verifying the proof of identity of persons seeking airside access
 - Ensuring such persons have authorisation to proceed airside e.g. ASIC or are accompanied by an authorised person
 - Ensuring the driver of the vehicle has an ADA and intends proceeding to airside areas for which he/she is authorised to drive
 - Checking that the vehicle has an AUA
 - Undertaking random and continuous vehicle inspections for all vehicles entering the Security Restricted Area to verify that they have legitimate business airside
- Monitor the security of the airport's business assets through patrols

Objective 2: Bird and Wildlife Management

- Implement the requirements of the Bird and Wildlife Management Plan
- Carry out bird dispersal from the aircraft operational areas using Bird Frite or other approved methods
- Conduct bird counts as required by the Aerodrome Manual or as directed by MIAPL management
- Prepare reports on bird strikes and submit to the Aviation Regulatory Compliance Officer; arrange retrieval of carcasses (as determined necessary) and their analysis
- Keep MIAPL management informed of the effectiveness of bird control measures and recommend improvements where necessary to minimise the risk of bird strikes
- Ensure the airport perimeter fence is checked regularly to prevent wildlife intrusion; arrange for repairs as required

Objective 3: Administration

- Record operations log entries daily, highlighting incidents to be reported in the monthly report
- Maintain a log of activities; record action taken when airside access is denied and of any incidents
- Brief the Airport Manager immediately on any significant safety & security matters
- Prepare weekly schedule for aircraft parking

Objective 4: Project Participation / Innovation / Continuous Improvement

- A proactive, positive involvement as part of the Mount Isa team.
- Timely and effective management and ongoing innovation of processes.
- Seek to continuously improve processes, build strong working relationships with internal and external customers.
- Carry out minor repairs to equipment and fixed assets where required
- Carry out routine maintenance on equipment and other airport assets where required
- Carry out Works Safety Officer duties where required on airside works

Objective 5: Workplace Health & Safety, Environmental and Aviation Safety & Security

- Take reasonable care for your health and safety
- Take reasonable care for the health and safety of others including the implementation of risk control measures within your control to prevent injuries or illnesses
- Comply with any reasonable instruction in relation to WHS by the Company
- Co-operate with any reasonable policies and procedures of the QAL and associated entities including the reporting of hazards or incidents via the QAL reporting process
- Other responsibilities as outlined in the QAL WHS management system
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities
- Attend EMS related training
- Adhere to relevant aviation safety and security requirements

Individual Behaviour Expectations

QAL employees expected to demonstrate behaviour which is aligned to our core values:

Teamwork

- Accepts responsibility
- Works collaboratively
- Effectively communicates
- Values diversity

Innovation

- Challenge the status quo
- We do things differently
- Confidence to put forward and test innovative ideas
- Embraces challenges

Accountability

- Takes responsibility
- Ethical
- Minimal supervision
- Accountable for own standards of work

Leadership

- Clear vision
- We are empowered
- Treat each other equally

Integrity

- Trustworthy
- Acts with honesty and sincerity
- Demonstrates fairness
- Ethical in our dealings
- Act in the best interest of our stakeholders
- Act on promises
- Does the right thing

Passion

- Displays positive energy, optimistic
- Inspires others
- Love what you do
- Actively enhances competencies and capabilities through technical and professional development

Excellence

- Strive to be the best
- Challenge ourselves
- Exceed expectations

Key Stakeholders

Internal: Employees and management at all levels

External: Air services Australia, Airlines, Airport Tenants and Operators, Contractors and Defence Air Traffic Control.

Key Capabilities Required to Perform Role

Educational Qualifications:

- Certificate III Aviation (Aerodrome Ground Operations)

Professional Experience:

- Experience in providing a range of emergency, security and safety services
- Experience in a highly regulated environment
- A minimum of 5 years appropriate experience in a similar environment
- Training experience in airside operations

Specific Job Knowledge, Skills and Abilities:

- Good written and verbal skills
- Good problem solving, decision making and negotiation skills
- Good organisational, time, task, planning and priority management skills
- General computer literacy (Word, Excel, Internet, Email)

Certificates:

- Current Drivers Licence
- Authority to Drive Airside category 4N
- Radio Operators Certificate of Proficiency
- Firearms Licence Cat A, B

Physical Demands:

- Must be able to stand and exert well-paced mobility for duration of shift
- Must be able to bend, squat, stretch and lift to fulfil tasks

ACKNOWLEDGMENT

I acknowledge that I have read and understood the key result areas described in this Role Description and agree to carry out my duties and responsibilities to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I acknowledge my employer's right to alter this Role Description from time to time in accordance with company requirements.

Name

Date

Signature

Approved by Line Manager (Signature and Date)		
Reviewed by HR (Signature and Date)		
Version:		Date: