

Mackay Airport Pty Limited

Position Description



Position	:	Aviation Administration Officer
Location	:	Mackay Airport
Department	:	Aviation
Reports to	:	Manager Aviation
Status	:	Permanent Full Time
Agreement / Award	:	Collective Agreement

Purpose of the role:

To assist the MAPL Aviation Manager with the administration, development and implementation of day to day airside operational activities. To liaise with MAPL customers, contractors, staff, stakeholders and emergency response agencies as communications officer in emergency situations.

Key Result Areas:

- Administration support is undertaken in a timely and efficient manner.
- Emergency and Committee documentation is prepared and processed accurately in accordance with policy.
- Manuals and procedures are maintained and updated on a regular basis.
- Rosters, timesheets, schedules, databases and statistical information is accurate and up to date.
- Organise Aviation department regular meetings. Organise and send Agendas and minutes/notes are distributed in an accurate and timely manner.
- Appropriate systems, procedures and controls are in place to ensure accuracy and timeliness of information within the workplace and that there are no breaches of confidentiality.
- Actively promote and maintain a safe working environment (take ownership) and ensure any incidents or hazards are reported in a timely fashion.
- Understand, undertake and comply with Mackay Airport policies and procedures.
- Understand and undertake what is expected of me under the DAMP and am compliant.
- Comply with environmental legislation including NQA's environmental policies and procedures.
- Demonstrate and conduct myself in a manner in which I am supporting NQA's Vision and Values.

Duties and Responsibilities:

- Provide administration support to the Manager Aviation, the aviation department and the general office as required.
- Rolling schedule of events – track the compliance and completion of the schedule.
- Maintain and be the document controller for the Aerodrome Manual, Aerodrome Emergency Plan, Safety Management System and Bird Hazard Management Plan as directed by CASA under the Civil Aviation Act 1988, Civil Aviation Safety Regulations – in particular MOS 139, Civil Aviation Advisory Publications and Advisory Circulars.

- In conjunction with Manager Aviation, administer the Bird Hazard Management Plan by maintaining records, database, statistics, analysing data, recommending remedial actions, and liaising with airlines.
- Update and maintain airline loadings and schedules database, MAPL RPT operations schedules, Flight Information Display system and website.
- Undertake the role of secretary and provide administrative support for relevant internal committees and working parties as required, including organising meetings, scheduling meeting rooms, preparing agendas, minute taking, distributing meeting papers and monitoring action outcomes.
- Assist with preparation of staffing rosters and timesheets.
- Assist with the rectification of any audit deficiencies and are rectified in a timely manner.
- Assist with the general administrative duties and other duties as directed.
- Actively promote of the need to maintain a safe working environment through compliance with the Safety Management Framework and workplace related health and safety legislation including the CASA compliant Drug and Alcohol Management Plan (DAMP).
- Comply with local, state and federal environmental legislation, report all environmental incidents and work in accordance with NQA's Environmental and Sustainability Policies including the use of Environmental Work Procedures.
- Actively demonstrate and endorse the Vision & Values of NQA by showing awareness and respect to our community, company, shareholders and stakeholders.

Knowledge, Qualifications and Experience

Essential

- Administration experience
- Experience, knowledge working in a regulated environment. (Understanding of: Airport, Airline, Civil Aviation Safety and Aviation Security Regulations would be an advantage)
- Working knowledge of the Airport operating environment

Personal Attributes

- Excellent interpersonal skills
- Excellent written and verbal skills (eg reports, PowerPoint Presentations)
- Excellent problem solving, decision making and negotiation skills
- Excellent organisational, time, task and priority management
- Strong computer literacy (Microsoft suite, email, internet)