

Position Description



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| Position | Airport Safety Officer |
| Location | Mackay Airport |
| Department | Operations |
| Reports to | Aviation Team Leader |
| Number of Reports | Nil |
| Agreement / Award | Mackay Airport Enterprise Agreement (EBA) |
| Classification | Band 4 |

Purpose of role

- Provide safety, security and operations coordination of airside activities and ensure compliance with regulations relating to airport operations.

Characteristics of role

- Responsible for organising and planning own work under general direction.
- Adhere to generally already established guidelines and work procedures.
- Employee will have relevant qualification or previous experience.
- May be required to supervise various functions within the <<work area>> o including activities of a complex nature.
- Provide specialist expertise/advice in the relevant discipline.
- Sound knowledge of Aerodrome operations activity, operational policy or service aspects of the work performed.
- Manage own time, setting priorities, planning and organising own work and that of subordinate employees.
- Set outcomes and develop work methods where general work procedures are not defined.

Accountabilities

Key Result Areas

- Develop and maintain positive relationships with internal and external stakeholders including: engineering, operations and maintenance teams, government regulatory bodies, Air services Australia, airline management and line staff, contractors, airport visitors, aircraft operators, airport tenants, government agencies, and the NQA community.
- Assist with the enforcement management of the Airport Operations Manual (AOM), Transport Security Program (TSP) and the Airport Emergency Plan (AEP).
- Airside safety and operations are conducted in strict accordance with regulations, standards and procedures.
- Obstacle / obstruction lighting are monitored and declared distance calculations are accurately calculated in accordance with operational criteria and regulations.
- Role of Works Safety Officer is undertaken in accordance with Part 139 (Aerodrome) Manual of Standards.
- Bird and wildlife management is effective.
- NOTAMS are prepared in a timely manner and in strict accordance with relevant CASA regulations and standards.
- Monitoring, reporting, and response to environmental breaches is timely and effective.
- Airport emergency procedures are adhered to.
- Actively promote and maintain a safe working environment (take ownership) and ensure any incidents or hazards are reported in a timely fashion.

Position Description



- 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 conduct in a manner in which I am supporting NQA's Vision and Values.

Duties and Responsibilities

- Ensure movement area is safe and secure for aircraft operations by continual inspection of airside facilities and taking appropriate corrective action as per the AOM.
- Maintain daily logs on all airport operational matters.
- Perform surveillance of operating practices and train and supervise CA staff, contractors and other personnel, to ensure they are conducted in accordance with the relevant standards and regulations
- Monitor obstacle/obstruction lighting and the OLS for infringements and undertake calculations of declared distances as required.
- Perform role of Works Safety Officer as detailed in Part 139 (Aerodrome) Manual of Standards and Airport Operations Manual.
- Assist with the ongoing implementation of Bird & Wildlife Management Strategy.
- Prepare, issue and cancel NOTAMS to cover changes in airport operational standards.
- Monitor and report breaches of airport environmental guidelines, and initiate spill response as required.
- Undertake duties in accordance with the AEP for all airport emergencies.
- Liaise with Air Services Australia, airlines, government agencies, airport tenants and aircraft operators on matters relating to airport operational safety.
- Assist with implementation and maintenance of Airside Vehicle Control Manual (AVCM).

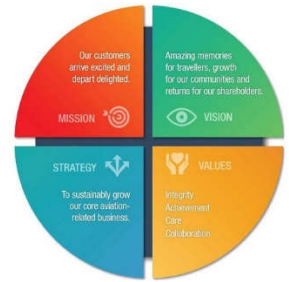
Health, Safety, security and Environment

- Actively promote the need to maintain a safe working environment through implementation of the Safety Management system 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.

Environment, Social & Governance (ESG)

- Ensure resources are consumed responsibly.
- Look for opportunities to minimise negative environmental risk and impacts from our operations.
- Look for opportunities to conserve energy and reduce waste.
- Encourage diversity and inclusion and not knowingly engage with stakeholders that could be complicit in human rights abuses.
- Demonstrate a positive culture of being inclusive, fair and respectful.
- Continually work against bribery, corruption, extortion, money laundering, modern slavery and other financial crime.
- Meet the standards and principles we have committed to uphold, follow all internal processes, controls and procedures adopted to govern NQA.
- Make decisions that comply with the law and meet the needs of our stakeholders.

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Corporate Responsibilities

- Comply with all NQA's policies and procedures.
- To actively demonstrate and endorse the Values of Cairns Airport by showing awareness and respect to our community, company, shareholders and stakeholders.

Relationship Management

Internal: NQA Management and employees.

External: Sponsorship partners, Federal, state and local government bodies, industry associations, Airlines, retailers, airport operators, tourism organisations and operators.

- Ensure all interactions with internal and external parties are conducted with respect.
- Foster and maintain relationships with NQA.
- Work closely with suppliers to ensure projects are delivered efficiently.
- Participate in industry forums or committees as required and keep executive managers up to date with relevant information.

Customer service

- Ensure a high level of customer satisfaction is maintained at all times.
- Customer complaints/feedback are dealt with promptly.
- Continually improve services provided to management and employees.
- Extend and measure the customer experience at all levels (internal & external) of our offerings.

Qualifications, skills and experience

- Diploma or degree qualifications in Civil Aviation Safety and Security Operations.
- Min. 3 years' experience in Civil Aviation Safety and Security role.
- Relevant experience in aerodrome airside operations.
- Relevant airside equipment experience.
- Experience, knowledge and understanding of: Airport, Airline, Civil Aviation Safety and Aviation Security Regulations.
- Experience, knowledge and understanding of the Airport Manual, and relevant Security and Emergency Plans.
- Standard computer literacy skills.
- High level interpersonal, relationship building and influencing skills.
- Excellent problem solving, conflict resolution and negotiation skills.
- Excellent organisational, time, task and priority management.
- Advocate for teamwork, collaboration and customer service.

Licences / Certificates Required (or to obtain)

- Radio Telephone Operators Proficiency Certificate (former Flight Radio Telephone Licence)
- Firearms Licence
- Current Queensland Class C drivers' licence
- Aviation Security ID Card (ASIC)
- Authority to Drive Airside (ADA)
- 30215 Qld – Course in General Safety Induction (Construction Industry)

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Acknowledgement

I _____ acknowledge that I have read and understand the above

Employee Name (Print)

position description in its entirety and am capable of performing all of the stated requirements. 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.

Employee Signature

Date