

Recruitment: **Airport Reporting Officer (Full-time)**

Norfolk Island Regional Council is seeking applications from enthusiastic, suitable persons and members of Norfolk Island Community to join NIRC's Airport Operations team for the role of Airport Reporting Officer on a full-time basis. This position will be reporting to the Airport Operations Manager.

This role will be based at Norfolk Island.

The relevant Position Description for the position listing and the full set of key accountabilities and competencies are available from our website - Employment link: <https://www.nirc.gov.au/Your-council/Working-for-council>

Position Classification: Level 4.1 \$31.88 per hour

Work hours: 37.5 hours per week (*Must be available to work outside normal hours*)

Benefits: 12% superannuation + entitlements in accordance with NIRC's Certified Enterprise Agreement 2023

Key Accountabilities: (Copy of Full Duties- Position Description can be obtained from the link)

- Carry out Airport Reporting Officer (ARO), UNICOM Officer, Security Screening Officer, Grounds Maintenance Officer, and Work Safety Officer functions as required.
- Achieve (in a reasonable timeframe) and maintain the ability to respond to the Airport Emergency Plan and Combat Airport Emergencies in accordance with Airport Operational Policies, Plans, Regulations, and Procedures.
- Ensure all required Policies, Plans, Procedures, and Regulations are understood, implemented, and upheld at all times.
- Effectively and safely operate, maintain, and store all workplace equipment as per operational standards.
- Be available for the 'on-call' roster when required.
- Communicate effectively with aircraft, airport agencies, contractors, and the public in a courteous and professional manner at all times, ensuring appropriate and quality information is supplied and clarified as required.
- Conduct self and hold others accountable to work consistent with NIRC and Operational Codes of Conduct.
- Comply with the Norfolk Island International Airport Drug and Alcohol Management Program (DAMP);
- Perform any duties assigned to you by the Airport Manager or Delegate from time to time.
- Liaise with the Airport Manager or Delegate as required outside of normal operational hours to ensure operational continuity of CTAF operations.
- Other ad hoc tasks that maybe assigned from time to time.

Qualifications & Requirements:

- Certificate II in Transport Security Protection Group C International Airport Screening (or willingness to obtain within 6 months)
- Current Class C Driver's License
- Ability to complete:
 - NIA Airside Induction

- NIA Airside Drivers Permit (Level 2)
- Eligibility to obtain an ASIC (Aviation Security Identification Card)
- Aeronautical Radio Operators Certificate (AROC) (or willingness to obtain within 6 months)
- Ability to complete online training modules but not limited to:
 - Aviation Security Awareness
 - Air Cargo Security Awareness
 - Dangerous Goods
 - DAMP Awareness
 - Handle and Apply Chemicals
- Full First Aid & CPR (or willingness to obtain within 6 months)
- Certificate II in Airport Reporting & Works Safety (or willingness to obtain within 12 months)

Enquiry Contact Officer: Brad Robinson - phone +672 3 56002 or email brad.robinson@nirc.gov.nf

General enquiries may be made to Human Resources Office on hr@nirc.gov.nf.

Interviews will commence to suitable candidates and possible job offer will be considered with successful candidates prior to closing period of the recruitment ad. Appointments will be made on merit in compliance with the principles of Equal Employment Opportunity (EEO).

All applications are to be lodged by email to hr@nirc.gov.nf with enclosed resume together with 2 recent referees **no later than Monday, 8 September 2025.**

Scott Hackney
Acting General Manager