

## **Positions Vacant**

### **Casual Flight Operations Officer**

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 casual role of Flight Operations Officer. 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 plus 25% casual loading

**Roster Conditions:** Due to the nature of airport operations, this role requires a high degree of flexibility, including availability for **weekend work, short-notice callouts**, and alignment with flight schedules.

**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)**

- Deliver safe, efficient, and compliant flight operations and airside services in accordance with Norfolk Island Airport's operational standards and regulatory obligations.
- Maintain accurate operational records, logs, and invoice data for all relevant activities.
- Communicate effectively with aircraft, stakeholders, and emergency services to support situational awareness and operational coordination.
- Conduct inspections, manage hazards, and respond to airfield issues to ensure continuous aerodrome safety.
- Facilitate access control processes, including ASIC, ADP/AVP, and visitor pass issuance.
- Adhere to all airport policies, including safety, security, and drug and alcohol compliance.
- Participate in rostered and on-call duties, including weekends and short-notice operational coverage.
- Support the Airport Operations Manager and contribute to operational continuity, including acting in higher duties when required.

All required training and certifications will be provided to the right applicant who will need to be able to attain the following mandatory qualifications. One should demonstrate a genuine **commitment to the role** and a willingness to remain in the position for a reasonable period to ensure a return on investment in training and onboarding.

**Qualifications & Requirements:**

**Mandatory Certifications (to be attained if not already held):**

- ARO/WSO Certificate II
- Aeronautical Radio Operators Certificate (AROC)
- Norfolk Island Firearms License
- Current Class C Manual Driver's License

**Airport-Specific Competencies:**

- NIA Airside Induction
- Airside Drivers Permit (Class II)
- Eligibility to obtain an ASIC

**Online & Safety Training:**

- Aviation Security Awareness
- DAMP Awareness
- Full First Aid and CPR refresher (within 6 months if not already held)
- Ability to complete additional training as per the Airport Training Matrix

**Enquiry Contact Officer: Brad Robinson - phone +672 3 56002 or email [brad.robinson@nirc.gov.nf](mailto:brad.robinson@nirc.gov.nf)**

General enquiries may be made to Human Resources Office on [hr@nirc.gov.nf](mailto: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](mailto:hr@nirc.gov.nf) with enclosed resume together with 2 recent referees **no later than Monday, 8 September 2025**.

Scott Hackney  
Acting General Manager