

Position Title	Aerodrome Reporting Officer
Position Number	1047, 1110, 1111
Division	SERVICES
Branch	Airport
Salary Level	Level 4
Reports to	Airport Operations Manager

#### Position Objectives

Support the Norfolk Island International Airports Functional Accountability: ***'Maintain & Operate a Safe, Compliant, and Sustainable International Airport'*** via performing duties of an:

- Airport Reporting Officer;
- UNICOM Officer;
- Grounds Maintenance Officer;
- Security Screening Officer; and,
- Works Safety Officer.

On occasion, once proficient, the role may also be the nominated Acting Airport Operations Manager when required.

#### Key Accountabilities

- 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.

### Competencies

1. Proficient interpersonal communication skills, pertinent to provide a reasonable tone of interaction in sometimes challenging situations;
2. Demonstrated commitment to working with honesty, integrity, reliability, and with appropriate levels of confidentiality;
3. Ability to work as an effective team member, unsupervised, and able to prioritize work in order to achieve desired outcomes;
4. Ability to understand and work in accordance with all relevant Regulations, Policies, Plans, and Procedures that govern the Norfolk Island International Airport (including all Work Health and Safety principles and practices);
5. Ability to effectively and efficiently carry out verbal and written instructions;
6. Proficiency with PC and software programs such as Microsoft Office 365, Emails, and ability to accurately track and generate invoice data for financial transactions;
7. Being prepared to, and able to, manage high stress tasks such as Activating the Airport Emergency Plan;
8. Demonstrated ability to work effectively under high pressure situations including responding to airport and terminal emergencies;
9. Competency and current Driver's License, ability to obtain plant equipment licenses as and when required;
10. Practical experience or aptitude in grounds maintenance and general maintenance duties;
11. Be drug and alcohol free at all times in the work place. Random drug and alcohol testing will take place periodically;
12. Ability to work rostered hours over weekends, and in accordance with flight schedules;
13. Ability and willingness to effectively and efficiently carry out verbal and written instructions;
14. The ability and willingness to undertake further job specific training as required.

### Special Consideration:

Please note it is a genuine occupational qualification for each of these positions that the appointee be a person of a particular gender (the relevant gender) as the duties of the position include the conduct of searches of the clothing or bodies of persons of the relevant gender: s.30(2)(d), Sex Discrimination Act 1984 (CTH).

### Qualification:

- Certificate II in Transport Security Protection Group C International Airport Screening, or the ability and willingness to acquire (and maintain) the accreditation in a reasonable timeframe (under 6 months);
- Current Driver's License (Class C minimum);
- Ability to successfully complete the following Norfolk Island International Airport competencies:
  - NIA Airside Induction;
  - NIA Airside Drivers Permit (Level 2).
- Eligibility to obtain an ASIC (Aviation Security Identification Card);
- Aeronautical Radio Operators Certificate (AROC), or ability and willingness to acquire the accreditation in a reasonable timeframe (under 6 months).
- Ability to successfully complete online training, including but not limited to:

- Aviation Security Awareness;
- Air Cargo Security Awareness;
- Dangerous Goods;
- Drug and Alcohol Management Program (DAMP) Awareness;
- Handle and Apply Chemicals.
- Full First Aid (and CPR refresher if required), or ability and willingness to acquire the accreditation in a reasonable timeframe (under 6 months);
- Certificate II Airport Reporting & Works Safety, or the ability and willingness to acquire (and maintain) the accreditation in a reasonable timeframe (under 12 months).

**Acknowledgement**

This position description and associated information is not to be considered as a comprehensive, complete and /or exhaustive list of responsibilities and accountabilities, it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors is expected at Norfolk Island Regional Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes.

**Date Authorised****August 2022**