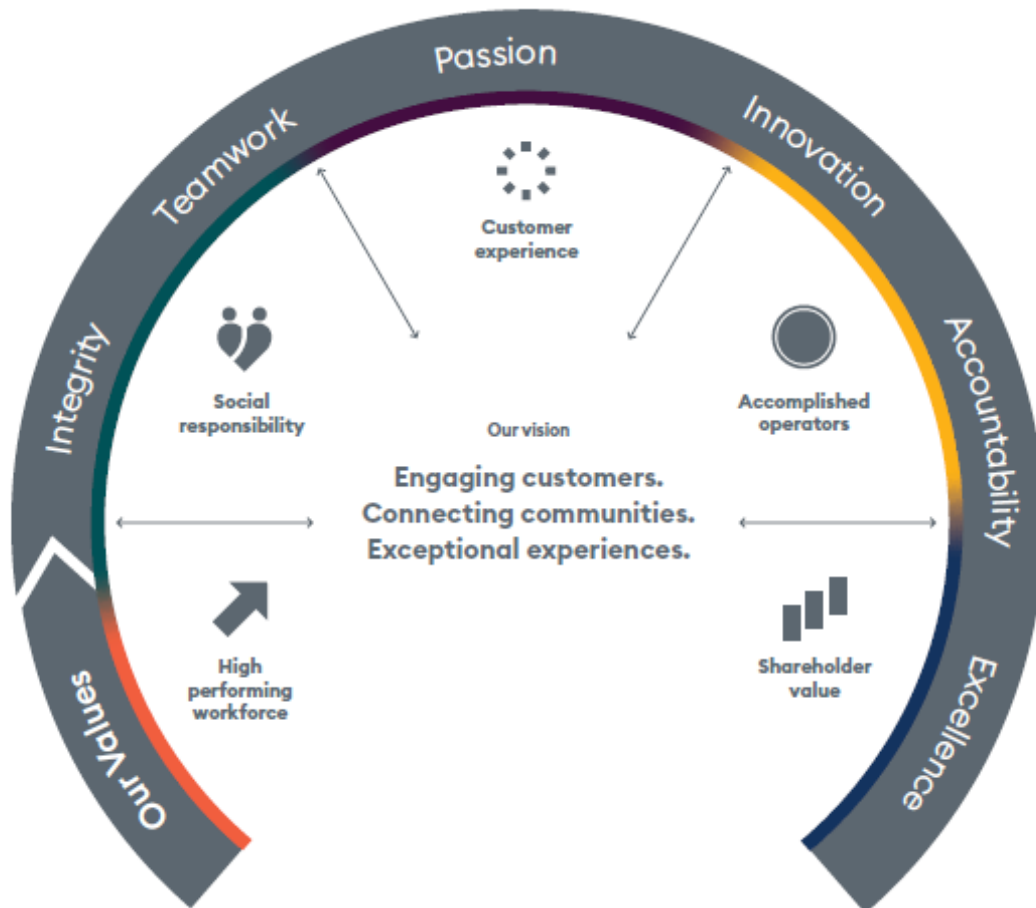


Queensland Airports Limited

Role Description



Our Vision defines our purpose. Our five pillars guide our strategic direction. Within each pillar are strategies to deliver our goals and realise our vision. These strategies drive our existing business and underpin any acquisitions. Our Values influence the right behaviours when making decisions to achieve our Vision

**Position Title:** Aerodrome Reporting Officer/Works Safety Officer (ARO/WSO)

**Location:** Townsville Airport

**Department:** Aviation

**Reports to:** Senior Aviation Safety Officer

**Reporting to this position:** Nil

**Position Purpose**

To ensure safe, secure and efficient airside operations are maintained to a high standard, supporting all stakeholders and airline partners by maintaining aerodrome serviceability through the availability of airfield infrastructure and the management of impediments to aircraft operations such as wildlife and other hazards.

## Job Role Requirements

### Objective 1: Operational Safety & Security

- Ensure the safe and secure operation of the airside environment in accordance with relevant regulations and company SOPs.
- Adhere, promote and enforce all elements of the Townsville Airport Safety Management System (SMS).
- Audit, enforce and report on safety and security issues at the airport in accordance with Aviation Transport Security Regulations 2005 and the CASA Manual of Standards (MOS) part 139.
- Conduct serviceability inspections of the movement areas/lighting in accordance with the requirements of the Aerodrome Manual and MOS 139.
- Maintain the integrity of movement area and OLS surfaces.
- Submit, review and amend aerodrome NOTAM's.
- Conduct regular airside patrols, audits and surveillance in accordance with the requirements of the Aerodrome Manual and federal security regulations.
- Monitor, report and investigate operational safety and security incidents & risks.
- Develop and maintain effective relationships with all aerodrome stakeholders.
- Monitor airside driving and ensure compliance with the Rules for Drivers Operating Airside.
- Conduct Airside driver testing.
- Provide airside vehicle escorts as required.
- Contribute to Airport Emergency Response by way of but not limited to:
  - Timely reporting/notification of emergency incidents to Operations & Standards Manager and General Manager Aviation.
  - Providing a coordinated first response in the event of an emergency.
  - Maintaining required training levels to respond effectively in an event of an emergency.
  - Participate in the continuous improvement of the Emergency Response Program.
  - Maintain awareness of the Airport Emergency Plan and emergency procedures.
  - Ensure that the Emergency Response trailer and its equipment are fully serviceable and that consumables are not time expired.
- Monitor and control access points to the airside.
- Monitoring compliance airside to relevant regulations and the TSV Transport Security Program.
- Implement airside inspection access control measures at Gate 1 including:
  - 100% face-to-ASIC check.
  - Ensuring such persons have authorisation to proceed airside e.g. ASIC or are accompanied by an authorised person.
  - 100% face-to-ASIC check for all passengers or inspection of the passenger's VIC and other identity document/s that contains a photograph such as a State or Territory driver's license.
  - Visual inspection of the personal possession of the driver and passenger/passengers.
  - Visual inspection of the vehicle's cabin, boot and goods carrying area.
  - Visual inspection of goods carried by the vehicle.
  - 100% check of persons carry-on items – bags/backpacks/ boxes etc.
  - Ensuring the driver of the vehicle has an ADA and intends proceeding to airside areas for which he/she is authorised to drive.
  - Checking that the vehicle has an AUA on the windscreen.

- Undertaking random and continuous vehicle inspections for all vehicles entering the Security Restricted Area and General Aviation to verify that they have legitimate business airside.
- Undertaking random and continuous security ID inspections of persons in the Airside Security Zone.
- Monitor the security of the airport's business assets through regular patrols.
- Alarm monitoring of the Airport access control system
- Attend Aerodrome Reporting Officer and other meetings as required.

### **Objective 2: Bird & Wildlife Management**

- Implement the requirements of the Wildlife Hazard Management Plan (WHMP).
- Monitor and report on wildlife activity on aerodrome and conduct bird dispersal on using approved methods.
- Record all details of wildlife taken in accordance with State Damage Mitigation Permits.
- Conduct bird counts as required by the Aerodrome Manual or as directed by TSV management.
- Prepare reports on bird strikes in line with the WHMP.
- Arrange retrieval of carcasses (where possible) and their analysis.
- Keep TSV management informed of the effectiveness of bird control measures and recommend improvements where necessary to minimise the risk of bird strikes.
- Ensure the airport perimeter fence is checked regularly to prevent wildlife intrusion; arrange for repairs as required.
- Monitor and report on grass heights, vegetation and other attractants to ensure unattractiveness to wildlife in and around aerodrome.

### **Objective 3: Administration**

- Record identified hazards in Aviation Hazard & Incident Register.
- Input all required data into relevant online registers.
- Record action taken when airside access is denied and of any incidents including those observed on the CCTV.
- Submit all necessary regulatory reports and documents.
- Brief the Senior Aviation Safety Officer immediately on any significant safety, security or emergency incidents.

### **Objective 4: Customer Service**

- Identify and attend to stakeholder requirements in an effective and timely manner.
- Be available as the first point of contact for communication with the Townsville Airport, reports to be followed up as required.
- Monitor airport tenants and stakeholder activities to ensure they are maintained within regulatory standards and assisting with direction as required.
- Liaise with tenants and stakeholders on behalf of Townsville Airport in a professional and courteous manner.

### **Objective 5: Project Participation / Innovation / Continuous Improvement**

- Ensure positive and proactive involvement as a member of the Aviation team.
- Adhere to and support the continuous improvement and development of all elements of the Townsville Airport Safety Management System (SMS).
- Lead by example when operating in the airside environment by effectively undertaking safety critical duties and looking for business improvement opportunities in roles and responsibilities.

- Seek to continuously improve processes and build strong working relationships with internal and external stakeholders.

**Objective 6: Workplace Health & Safety, Environmental and Aviation Safety & Security**

- Take reasonable care for your health and safety.
- Take reasonable care for the health and safety of others including the implementation of risk control measures within your control to prevent injuries or illnesses.
- Comply with any reasonable instruction in relation to WHS by the Company.
- Co-operate with any reasonable policies and procedures of the QAL and associated entities including the reporting of hazards or incidents via the QAL reporting process.
- Other responsibilities as outlined in the QAL WHS management system.
- Adhere to the Townsville Airport Environmental Management System (EMS) as relevant to your work activities.
- Attend EMS related training.
- Adhere to relevant aviation safety and security requirements.

## Individual Behaviour Expectations

QAL employees expected to demonstrate behaviour which is aligned to our core values:

### Teamwork

- Accepts responsibility
- Works collaboratively
- Effectively communicates
- Values diversity

### Innovation

- Challenge the status quo
- We do things differently
- Confidence to put forward and test innovative ideas
- Embraces challenges

### Accountability

- Takes responsibility
- Ethical
- Minimal supervision
- Accountable for own standards of work

### Leadership

- Clear vision
- We are empowered
- Treat each other equally

### Integrity

- Trustworthy
- Acts with honesty and sincerity
- Demonstrates fairness
- Ethical in our dealings
- Act in the best interest of our stakeholders
- Act on promises
- Does the right thing

### Passion

- Displays positive energy, optimistic
- Inspires others
- Love what you do
- Actively enhances competencies and capabilities through technical and professional development

### Excellence

- Strive to be the best
- Challenge ourselves
- Exceed expectations

## Key Stakeholders

*Internal:* Employees and management at all levels

*External:* Airlines, Air Traffic Control, Emergency Services, Aerodrome Stakeholders, Regulatory Authorities and Government Agencies.

## Key Capabilities Required to Perform Role

### *Educational Qualifications:*

- Certificate III in Aviation (Ground Operations and Service) or ability to obtain.
- Authority to drive Airside category 4N or ability to obtain.

### *Professional Experience:*

- Experience in providing a high range of emergency, security and safety services
- Experience in a highly regulated environment
- A minimum of 3 years appropriate experience in a similar environment
- Training experience in airside operations.

### *Specific Job Knowledge, Skills and Abilities:*

- Good written and verbal skills
- Good problem solving, decision making and negotiation skills
- Good organisational, time, task, planning and priority management skills
- General computer literacy (Word, Excel, Internet, Email)

### *Certificates:*

- Radio Operators Certificate of Proficiency
- Firearms Licence

### *Physical Demands:*

- Must be able to stand and exert well-paced mobility for duration of shift
- Must be able to bend, squat, stretch and lift to fulfil tasks

**ACKNOWLEDGMENT**

*I acknowledge that I have read and understood the key result areas described in this Role Description and agree to carry out my duties and responsibilities to the best of my ability. 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.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature