

POSITION DESCRIPTION

Section 1 – POSITION DESCRIPTION

Position Title	Relief Airport Reporting & Works Safety Officer (AR/WSO)
Doc ID:	7071
Department	Infrastructure Services
Grade	11
Status	Casual (Can be up to four – eight weeks per year)
Hours of Duty/days worked	As per roster
UV Rating	High
Directorate	Infrastructure Services
Supervisor	Traffic & Airport Officer (TAO)
Date Compiled	August 2012*
Date Revi ed	September 2013*November 2014* January 2015* August 2015* October 2018* January 2022* September 2022

Vision

ACHIEVING TOGETHER

Corporate Values
“ECLAIRS”

- Ethical
- Caring
- Loyalty
- Accountability
- Integrity
- Respect
- Safety

Purpose of Position

This section should contain an encompassing statement of the major focus of the position. It should not define/list tasks, or responsibilities.

The position is responsible for effectively working as part of a team to assist in the preparation and delivery of reports to the Civil Aviation Safety Authority (CASA), and the Department of Infrastructure, Transport (OTS), Regional Development and Local Government and to assist in the provision of quality service in the maintenance and security of the Narrandera – Leeton Airport grounds, terminal buildings, airside environs and associated facilities.

Key Responsibilities for the Position

The key responsibility areas (KRA's) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities. Ideally, each KRA should cover a separate area of the work function. Most positions should be adequately covered by 5-8 KRAs. No position should require more than 8 – maximum. The KRA's are each broadly defined explaining the essential functions of the position. In addition each KRA may also be accompanied by detailed lists of tasks of how work is to be carried out.

Key Responsibility Areas		
	<i>What</i>	<i>How</i>
1.	<u>Airport Administration</u>	Initial investigation of complaints, incidents, issue and recording of NOTAMS, . Monitor CCTV for Security .
2.	<u>Daily Safety Inspections & Wildlife Management</u>	Inspect primary runway, taxiway, apron, secondary runway, runway strip, wind indicators, fencing, hazards & miscellaneous items daily. All inspections documented in AVCRM Aerodromes . Monitoring and reporting on wildlife based on RPT scheduled flights.
3.	<u>Terminal & Toilets</u>	Terminal vacuumed and lino mopped daily, bins emptied daily, external areas of terminal neat & tidy. , Spiders & debris monitored regularly. Toilets cleaned daily & mopped every second day, dispensers checked daily & replaced as required.
4.	<u>Airside Maintenance</u>	Mowing grassed areas within movement area, mowed via tractor/slasher maintained to a maximum height of 300mm as per CASA regulations. Gravel runway dragged and rolled as required when moisture content is present. . Other airside maintenance includes functional windsocks, gables and cones.
5.	<u>Landside Surrounds</u>	Ensure landside surrounds are maintained & regularly mowed. Lawns kept green within reason in growing season, trees maintained & minor gardening works undertaken.
6.	<u>Runway Lighting</u>	Runway lighting checked daily during inspection, , blown lights replaced immediately or NOTAM raised.
7.	<u>Airside Security</u>	Ensure all personnel airside visually display an Aviation Security Identification Card (ASIC) or Visitors Identification Card (VIC) and obey their obligations as specified with card issue. Airside Driving & Vehicles; control surface driving and vehicle access while airside. Aircraft Apron Parking.

Position Attributes

Experience / Knowledge / Attributes: List the required experience and clearly indicate whether it is mandatory or desired by highlighting (underlining) the word 'Essential' or 'Preferable'.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Preferable
1	Current WH&S Construction Induction Certificate	Essential
2	Airport Security Identification Card (ASIC) or ability to be eligible for one	Essential
3	Class C Drivers Licence	Essential
4	Airport Reporting & Works Safety Officers Certificate	Preferable
5	First Aid Certificate	Preferable
6	Airband Radio Operators Certificate	Preferable

Experience / Knowledge / Attributes: Required by the incumbent to successfully perform the positions key responsibilities. Most positions should be adequately covered by 8 Criteria.	
1	Well developed communication and interpersonal skills to communicate within a team environment
2	Demonstrate skills in negotiation, conflict resolution, and problem solving
3	Ability to carry out work and labouring activities with no supervision
4	Ability to operate plant eg. Tractor with slasher and roller
5	Knowledge of the operations of a certified Aerodrome catering for regular passenger transport (RPT) and general aviation CASA
6	Knowledge of the Aviation Transport Security Act 2004 & Aviation Transport Security Regulations 2005
7	Demonstrated solid knowledge of WHS procedures, safe working practices and risk management

Required Vaccinations:		Essential/ Preferable/Not required
1	COVID-19 Vaccination (or medical Exemption)	Essential
2	Influenza Vaccination	Preferable
3	Hepatitis A	Preferable
4	Hepatitis B	Preferable

5	Tetanus (dT or dTpa)	Preferable
6	Q Fever	Preferable

Supervision Reporting Relationships:

<u>This position' reports to supervisor/manager:</u> A brief description of the breadth of supervision should be provided		
1	Traffic & Airport Officer	The Traffic & Airport Officer permits the Relief Airport Reporting Officer to have relative autonomy in their daily duties nevertheless is in regular contact throughout each week via means of tool box meetings, onsite visits and inspections.

<u>Positions reporting to this position:</u> A brief description of the roles of the staff supervised (and titles if relevant) should also be stated.		
1	Relief Airport Reporting Officers	to follow the information and directions given from the Traffic Airport Officer when relieving in the position.

Location of Work:

<u>Provide a description of the places that this position will be working at.</u>		
1	Narrandera-Leeton Aerodrome	

Extent of Authority

To what extent does this position have authority? For example, specific delegations, budget, expenditure authorisation, special decision-making authority.

<u>Specific Authority/ delegations</u>		
1	As per delegation of authority Relief Airport Reporting Officer as specified in Schedule 1.	

Liaise With:

Internal:

<u>The internal positions that this position comes in contact with regularly.</u>		
1	Traffic & Airport Officer	
2	Works Manager, Deputy General Manager Infrastructure	
3	Airport Reporting Officer & other Relief Airport Reporting Officers	
4	NSC staff at all levels	
5	Enterprise Risk & Safety Officer	

External:

The <u>external</u> people or organisations that this position comes in contact with regularly	
1	Residents within Narrandera & Leeton Shire Council
2	Airport Tenants and Operators
3	Contractors
4	Aircraft Pilots & Passengers
5	Department of Infrastructure, Transport, Regional Development, Federal, State & Local Government
6	Civil Aviation Safety Authority
7	Emergency Services

Section 2 - POSITION REQUIREMENTS FOR ALL EMPLOYEES

Key Result Area Compulsory for all employees		
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.	
1	Customer Service	Achieve customer service standards in accordance with Council's customer service charter
2	EDRMS/ Record Keeping	All Staff are responsible for ensuring all records and documents in their use are accurate and recorded according to Council procedures. All EDRMS operators are to undertake an annual competency assessment to ensure EDRMS record keeping skills are to required standards
3	Equal Employment Opportunity (EEO)	As per Council's EEO Management Plan in accordance with the EEO and the Anti-discrimination Act 1977
4	Policies, Procedures & Code of Conduct	Adhere to ALL Council Policies, Procedures and Code of Conduct
5	Enterprise Risk and Work Health & Safety (WHS)	In accordance with Enterprise Risk requirements and the WH&S Act 2011. Refer to Section 4 of this Position Description for a list of the responsibilities
6	Training and Development	Attend all required skill development training. Provide evidence of all licence and certificates to Human Resources.

Section 3 – ESSENTIAL SCHEDULE OF TASKS

Key Result Area Airport Administration	
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.
1	<p>Initial investigation of complaints, incidents</p> <p>Person/s reporting complaint, incident to be treated with courtesy and respect.</p> <p>Investigation documented in log book.</p> <p>Preliminary report of investigation well researched and forwarded to Traffic & Airport Officer.</p> <p>Advise initial complainant of final outcome, remedial action taken to rectify.</p> <p>Regularly monitor security cameras for breaches of security and or vandalism.</p>
2	<p>Issuing & Recording of NOTAMS</p> <p>Formulate NOTAMS, via AVCRM Aerodromes , Confirm NOTAM via electronic form (preferred) , record in daily log book</p>

Key Result Area Daily Safety Inspections	
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.
1	<p>Ensure airside environment is safe and secure at all times</p> <p>Ensure radio call is made prior to entering movement area advising of intentions.</p> <p>Ensure utility is equipped with flashing lights.</p> <p>Inspect primary runway, taxiway, apron, secondary runway, runway strip, wind indicators, fencing, hazards & miscellaneous items daily. Document these inspections in AVCRM Aerodromes.</p> <p>ARO logbook kept current & available for periodic inspection by management & CASA auditor.</p> <p>Be vigilant looking for foreign objects which may cause damage to aircraft.</p>

Key Result Area Terminal & Environs	
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.
1	<p>Ensure terminal and environs are clean and tidy for all RPT flights</p> <p>Terminal vacuumed and lino mopped daily, bins emptied daily external areas of terminal neat and tidy.</p> <p>Spiders and debris monitored regularly.</p> <p>Toilets cleaned and mopped daily, dispensers checked daily and replaced as required. Walls regularly washed and cleaned.</p> <p>Lighting replaced as required</p>

Key Result Area Airside Maintenance	
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.
1	<p>Grassed areas within movement area mowed via tractor/slasher combination regularly and maintained to a maximum height of 300mm as per CASA regulations</p> <p>Ensure radio call is made prior to entering movement area advising of intentions.</p> <p>Ensure tractor is equipped with flashing lights.</p> <p>Mowing undertaken as required to meet CASA regulations and safety of grassed areas within movement area.</p> <p>Condition of grassed areas within movement area documented in AVCRM Aerodromes.</p> <p>Raise NOTAM if grassed areas exceed 300mm in height.</p>
2	<p>Ensure other airside areas are kept safe & operational. Secondary windsock, gables, cones, replaced as required. Weeds sprayed or chipped as required. Gravel runway dragged and rolled as required when moisture content is present.</p> <p>Ensure radio call is made prior to entering movement area advising of intentions.</p> <p>Ensure utility is equipped with flashing lights.</p> <p>Inspect secondary windsock for functionality, replace as required.</p> <p>Regularly inspect gables & cones, clean where required or replace if damaged.</p> <p>Report likely noxious plant outbreaks to Noxious Weeds Officer.</p> <p>Monitor gravel runway, taxiway for depressions and rectify as required. Drag & roll gravel runway when required, only when moisture content is present.</p>

Key Result Area Landside Surrounds	
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.
<p>1 Ensure landside surrounds are maintained and regularly mowed. Lawns kept green within reason in growing season, trees maintained & minor gardening works undertaken</p>	<p>Lawns mowed regularly within growing season & non growing season.</p> <p>Edges whipper snipped at least every third mow as required.</p> <p>Gutters kept clean either via street sweeper or blower vac.</p> <p>Trees trimmed and shaped as required.</p>

Key Result Area Runway Lighting	
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.
<p>1 Runway lighting checked daily during normal inspection weekly night inspection undertaken</p>	<p>All lighting checked during daily safety inspection.</p> <p>Lights replaced immediately if blown.</p> <p>Raise NOTAM if light/s cannot be replaced immediately.</p> <p>Light outages documented and recorded.</p> <p>Lighting on windsock inspected and replaced as required.</p>

Key Result Area Airside Security (Secured Area)	
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.
<p>1 Ensure all personnel airside visually display an Aviation Security Identification Card (ASIC), or Visitors Identification Card (VIC) and obey their obligations as specified with card issued.</p> <p>Airside Driving & Vehicles; control surface driving and vehicle access while airside.</p> <p>Aircraft apron Parking.</p>	<p>All Person/s must display a valid ASIC when airside and may only access secure areas of the airport as authorised by the airport operator or the ARO.</p> <p>Before a person may be issued with a VIC, they must have a valid reason for entering the secure area of the airport. This must be confirmed by the ARO. This reason must be updated if it changes at any time during the visit and recorded in the VIC register.</p> <p>All VIC holders must be supervised by the ARO and must wear and display their VIC at all times while in the secure area of an airport. If a VIC holder is unsupervised at any time they must leave the secure area immediately.</p>

	<p>Authority to drive airside (ADA) all vehicles must have document/permit in place to drive airside.</p> <p>Ensure the safe and orderly movement of vehicular traffic airside so that the aircraft operators are not interrupted.</p>
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Section 4 – WORK HEALTH AND SAFETY RESPONSIBILITIES – WORKERS/STAFF

Position Tasks

Key Result Area WHS Responsibilities	
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.
1	<p>Comply with safe working procedures</p> <p>Comply with the WH&S Act section 28, Duty of workers;</p> <ul style="list-style-type: none"> (a) Take reasonable care for his or her own health and safety; and (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this act; and (d) Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. <p>Follow safe work procedures established by Council</p>
2	<p>Use of appropriate personal protective equipment and safety systems</p> <p>Where PPE is required to control exposure to hazards in the workplace, wear and maintain the PPE as directed, as indicated in a risk assessment, or as required in WH&S procedures, or as in the safe work method statements.</p>
3	<p>Assist with the preparation of risk assessments and safe work method statements</p> <p>Before commencing work or job where there is an identified risk, conduct a risk assessment to identify, assess and control the hazards associated with the work or job. This must be conducted in conjunction with other relevant staff, and the supervisor;</p> <p>Assist in the annual review of safe work method statements.</p>

4	Report WH&S	Report workplace hazards to the supervisor or manager and WHSO as soon as possible after they occur or are identified; and Report injury or illness arising from workplace activities using the Incident /Injury/ Near miss report form as soon as possible after incident.
5	WHS Training	Attend all required WHS training.

SECTION 5 – PERFORMANCE AGREEMENT – RELIEF AIRPORT REPORTING OFFICER

I _____ have discussed this Position Description with my immediate supervisor and agree to the tasks, goals and standards that have been set.

I will raise with my immediate supervisor any difficulties arising with the delivery of the duties set out in the position description.

I undertake to participate in reviewing my performance with my immediate supervisor annually or more frequently if necessary.

I understand that the standards set in this position description will form the basis of my annual performance appraisal.

Signed
Employee:

Signed
Immediate Supervisor

Date: ___/___/___

Date: ___/___/___

POSITION: RELIEF AIRPORT REPORTING OFFICER

DOC ID: 7071

GRADE: 11

CURRENT STEP:

LEVEL	COMPETENCIES	Yes	No
Entry			
<p><i>The employee has the basic skills to meet the requirements of this type of work Entry will display the selection criteria of the position</i></p>	Demonstrated ability to -:	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate an understanding of WHS, procedures and safe working practices.	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to work with minimal supervision.	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to co-operate with fellow employees in completion of tasks.	<input type="checkbox"/>	<input type="checkbox"/>
	Project a positive image of Council to the community.	<input type="checkbox"/>	<input type="checkbox"/>
	Possess a current NSW Class C Driver's license (minimum).	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate a basic knowledge of Airport operations and procedures including issue of a NOTAM.	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to operate tractor & slasher and other minor plant.	<input type="checkbox"/>	<input type="checkbox"/>
	Possess an accredited Airport Reporting Officer certificate.	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate a basic knowledge of runway lighting layout and capacity.	<input type="checkbox"/>	<input type="checkbox"/>
Possess an Aviation Security identification Card (ASIC).	<input type="checkbox"/>	<input type="checkbox"/>	
Step 1			
<p><i>The employee has all the skills to do this job at NSC (using Council's systems, equipment, policies, standards)</i></p>	Have proven competencies for Entry Level	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrated ability to -:		
	Have proven competencies for entry level.	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to adhere to NSC values Ethical, Caring, Loyalty, Accountability, Integrity, Respect, Safety – ECLAIRS.	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to promote a safety and security culture among Airport stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to investigate and report on airside and landside incidents & hazards.	<input type="checkbox"/>	<input type="checkbox"/>
	Have completed one (1) Airport Owners Association online short course ie wildlife management.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	
Step 2			
<p><i>The employee has the skills that foster multiskilling in a team/section/department</i></p>	Have proven competencies for Step 1	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrated ability to -:		
	Demonstrated skills that foster multi skilling in a team, section and department.	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate sound knowledge in risk assessment of projects, activities and tasks.	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to uphold and promote Council's Code of Conduct.	<input type="checkbox"/>	<input type="checkbox"/>
	Have completed two (2) Airport Owners Association online short courses ie wildlife management, issuing NOTAMS	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrated knowledge of Obstacle Limitation Surfaces (OLS).	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	
Step 3			
<p><i>The employee has skills to confidently undertake higher duties</i></p>	Have proven competencies for Step 2	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrated ability to -:		
	Demonstrated knowledge of ASIC and VIC issuing procedures and associated functions.	<input type="checkbox"/>	<input type="checkbox"/>
	Ability and competence in Microsoft Office eg Outlook Word, Excel	<input type="checkbox"/>	<input type="checkbox"/>
	Have completed three (3) Airport Owners Association online short courses.	<input type="checkbox"/>	<input type="checkbox"/>
	Understanding of relevant airport manuals for Narrandera Leteon Airport (eg Aerodrome Manual, TSP, Safety Management System, MOS part 139).	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	

Completed Competencies

I have reviewed the competencies for this employee and indicated the step that their skill set currently meets.

Signed:..... Date:.....

Employee:..... Date:.....