

Queensland Airports Limited Position Description



Our Vision defines our purpose. Our seven value drivers guide our strategic direction. Within each driver 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 and Maintenance Officer

Location: Longreach Airport

Department: Aviation

Reports to: Airport Manager

Reporting to this position: Airport Compliance & Operations Officer

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Position Purpose

The Aerodrome Reporting and Maintenance Officer will ensure the aviation safety and security integrity of the Airport and effective maintenance and operation of LAPL grounds and associated infrastructure as directed by the Airport Manager.

Position Requirements

Objective 1: Safety and Security

- Ensure the safe and secure operation of the Airside environment in accordance with relevant regulations and Company SOP's.
- Audit enforce and report on safety and security issues at the Airport.
- Compile monthly report on Airport operational issues.
- Conduct Serviceability inspections of the movement areas / lighting in accordance with the requirements of the Aerodrome Manual and maintain the integrity of movement area and OLS Surfaces.
- Conduct regular patrols and surveillance airside on Airport in accordance with the requirements of the Aerodrome Manual.
- Investigate and monitor safety and security breaches and initiate appropriate actions.
- Identify and attend to customer requirements in an effective and timely manner.
- Develop effective working relationships with industry, clients & staff.
- Provide airside vehicle escorts as required.
- Contribute to Airport Emergency Response by way of but not limited to:
 - Provide a coordinated first response in the event of an emergency.
 - Maintaining required training levels to respond effectively in event of emergency.
 - Participate in the continuous improvement of the Emergency Response Program.
 - Maintain awareness of the Airport Emergency Plan and procedures.
 - Ensure that the Emergency Response equipment is fully serviceable and that consumables are not time expired.
- Monitor and control access to the Airside.
- Implement Airside inspection access control measures including:
 - Verifying proof of identity of persons seeking access airside.
 - Ensuring such persons have authorisation to proceed airside – ASIC or issued VIC and accompanied by an authorised person.
 - Undertaking random and continuous vehicle inspections for all vehicles entering the Security Restricted Area to verify they have legitimate business airside.
 - Monitor the security of the Airport's business assets through patrols.

Objective 2: Bird and Wildlife Management

- Implement the requirements of the Bird and Wildlife Hazard Management Plan.
- Carry out bird dispersal from the aircraft operational areas using Birdfrite or other approved methods.

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- Conduct bird counts as required by the Aerodrome Manual or as directed by LAPL management.
- Prepare reports on bird strikes and submit to the Airport Manager.
- Arrange retrieval of carcasses (where possible) and their investigation.
- Keep LAPL 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.

Objective 3: Maintenance

- Repair and maintain airport infrastructure in accordance with relevant operating and safety standards.
- Ensure LAPL grounds are kept in order and in compliance with airport operating and safety standards.
- Monitor the serviceability of Airport facilities and report any concerns or issues to the Airport Manager immediately.
- Undertake routine scheduled maintenance tasks.
- Conduct serviceability and maintenance inspections as per schedules.
- Ensure Airport maintenance equipment functions effectively and is in safe and good condition.
- Ensure effective implementation of the procedures for Environment, Health and Safety management within own area of operation.

Objective 4: Project Participation / Innovation / Continuous Improvement

- Build strong working relationships with internal and external stakeholders
- Effort is made to continuously maintain and improve the quality of WH&S procedures and tools for the site

Objective 5: Workplace Health and Safety, Environmental

- 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
- All compliance requirements (e.g. legislative, policies, procedures) adhered to
- Other responsibilities as outlined in the QAL WHS management system
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities
- Attend EMS related training
- Adhere to relevant aviation safety and security requirements

Behavioural Expectations for all QAL Employees

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

Authentic

- We are true to ourselves and our communities.

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- We build genuine connections and deliver on our promises with integrity.

Brave

- We dare to be different and inspire change.
- We pursue new opportunities with courage and challenge the status quo.

Inclusive

- We celebrate difference and empower one another.
- We value every perspective and recognise that diversity makes us stronger.

Responsible

- We lead the way with purpose.
- We are accountable for our decisions.

Behavioural Objectives

Whether a team member without direct reports or an executive running a division, all employees at QAL lead in one way or another. They may lead self, lead others or lead business. As such within the Performance Conversations set each year, managers will seek to set clear behavioural expectations for your specific role on the year ahead. As a minimum expectation your role is expected to demonstrate the following behaviours always when carrying out the role objectives:

Team Member

- *Role model the QAL Values*
- *Establish and maintain strong relationships with internal and external stakeholders*
- *Perform with pride a broad range of tasks competently as per the role requirements*
- *Uphold WHS and Regulatory obligations and comply with all policies*
- *Focus on continuous improvement both for company and self (including self driven learning, ability to take and act on constructive feedback and solution focused conversations)*
- *Demonstrate proactive, positive involvement as part of the team*
- *Exhibit teamwork through providing excellent service, inclusive behaviours and help to others (internal and external)*
- *Present a positive professional image for the company at all times*

Key Stakeholders

Internal: Employees and management at all levels

External: Contractors, Consultants, Stakeholders, Airport users, Regulators and the Community

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Key Capabilities Required to Perform Role

Educational Qualifications:

- Tertiary education preferred

Professional Experience:

- A minimum of 5 years appropriate experience in a similar environment
- Desirable – Cert III Aerodrome Reporting Officer
- Training experience in Airside Operations

Specific Job Knowledge, Skills and Abilities:

- Experience in dealing with the public
- Good computer literacy (Microsoft Suite, Internet, Email)
- Strong literacy skills
- Strong organisational, time task and priority management
- Excellent personal presentation

Certificates:

- Desirable – obtain First Aid and CPR CERTIFICATES

Physical Demands:

- Must be able to perform required physical and psychological demands of the role.

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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 assert that there are no limitations on my ability to fully perform the position for the company. 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

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