

Townsville Airport Pty Ltd 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: Aviation Regulatory Compliance Officer (ARCO)

Location: Townsville

Department: Aviation

Reports to: Operations and Standards Manager

Reporting to this position: Nil

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1.1	4/03/2024	P&C

Position Purpose

Provide assistance to the Operations and Standards Manager in achieving the Company's objectives by managing the regulatory compliance, including airspace protection and risk management requirements in the operational areas.

Position Requirements

Objective 1: Regulatory Compliance

- Ensure compliance with aviation regulatory requirements, policies, procedures, standards, and practices.
- Assist in the monitoring, development and implementation of aviation security and aviation safety programs in accordance with legislation and regulations and other directions/advice from relevant agencies.
- Promote and communicate regulatory compliance and assist in the correction of non-conformance.
- Serve as change agent for best practice initiatives within the regulatory compliance area.
- Review all legislative changes in the operational areas (e.g. safety and security) and advise the impact of airport operations and recommend appropriate action to ensure compliance.
- Assist the Operations and Standards Manager with the risk management requirements (eg airport operations, safety and security areas) using RMSS software and all reporting requirements.
- Manage the review and maintenance of the Townsville Airport Safety Management System (SMS).
- Manage the Townsville Airport Bird & Wildlife permits and reporting functions.
- Attend meetings as required.

Objective 2: Aviation Safety and Security

- Ensure consistency of all aviation safety, security, and operational documentation.
- Ensure the Aerodrome Emergency Plan (AEP) is compliant and maintained.
- Ensure the Transport Security Program (TSP), operational programs (Aerodrome Manuals, SOPs etc) are maintained and compliant.
- Review/audit as required aviation safety, security and operational policies and procedures e.g. AEP, SOP's, Aerodrome Manual, TSPs, Airside Driving Manuals, and Security Guides etc.
- Develop and maintain AEP exercise documentation and assist in the conducting of regular AEP exercises.
- Prepare and assist in the conducting of the audits of airport safety and security inspections.
 - Technical inspections and audits.
 - Civil Aviation Safety Authority (CASA)/Department of Home Affairs (DOHA) audits response and action plans.
 - Develop and implement internal inspections and audits.
 - Develop and maintain aviation audit verification system
- Develop and maintain strong working relationships with the aviation industry, Air services Australia (ASA), Tenants, CASA, and DOHA.
- Ensure Database Management is current.

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- Provide the Secretariat service for Operations meetings including the Airport Security and Emergency Committee (AESC), Runway Safety Committee (RSC), Wildlife Hazard and Management Committee (WHMC) and security/emergency exercises.

Objective 3: Administration, Document Management and Reports

- Maintain updated copies of policies, procedures, and programs.
- Disseminate any changed or new policies to staff and stakeholders for implementation.
- Develop standardised manuals and documentation appropriate for airport operations, aviation safety and security areas.
- Prepare documentation (eg reports, briefing papers, procedural manuals, presentations and programs) in a clear, concise and professional manner.
- Manage documentation, programs and standards in the airport operational areas comply with statutory and regulatory requirements and aviation standards.
- Manage copies of relevant aviation legislation, standards, policies and procedures are kept up-to-date and the register maintained.
- Develop and maintain Risk Management, Regulatory, Bird and Wildlife and operational Reports as required.
- Develop, update and issue all Operational, Safety and Security forms as required.

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

Brave

- We dare to be different and inspire change.

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- 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: AIPs/CASA/Airservices/Councils/Airlines/Department of Infrastructure/Department of Home Affairs/Department of Defence

Key Capabilities Required to Perform Role

Educational Qualifications:

- Tertiary qualifications in Business or a related discipline (Desirable).
- Internal/Lead Auditor Qualifications (Desirable).

Professional Experience:

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- Experience working in an aviation role (Desirable).
- Risk and compliance experience in a large commercial environment (Desirable).

Specific Job Knowledge, Skills, and Abilities:

- Sound knowledge of the procedural and operational methods for airports in the application and implementation of the statutory requirements.
- Writing and delivery of training.
- Interpretation of relevant Government Acts, Regulations, and policies experience.
- High Level of understanding and application of aviation related legislation including:
 - Aviation Transport Security Act 2004 & Aviation Transport Security Regulations 2005
 - Civil Aviation Safety Regulations and Orders
 - CASA Rules and Practices for Airports
 - CASA MOS 139
 - ICAO publications

Certificates:

- Certificate IV in Workplace Training and Assessment (Desirable).

Physical Demands:

- Must be able to perform the 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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