

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: Aviation Regulatory Compliance Officer

Location: Mount Isa

Department: Aviation

Reports to: Airport Services Manager

Reporting to this position: Nil

Version Number	Date Updated	Version reviewed/approved By GM
1.1	04/11/22	P&C

Position Purpose

The Aviation Regulatory Compliance Officer is responsible for airside operational activities in relation to the standards as set out in the Manual of Standards section 139 and the Office of Transport Security ATSA 2004 & ATSR 2005. This role is also responsible for ensuring that the Airport is at all times capable of handling any aircraft operation within the limitations set by the regulations. The Aviation Regulatory Compliance Officer is also responsible for compliance of the MIAPL Transport Security Program as stipulated by the Act and Regulations by conducting regular audits and document control.

Position Requirements

Objective 1: Airport Standards and Security Systems are Maintained

- Airport Manuals, on-line documentation and SOPs kept up to date.
- Security systems and processes are maintained and upgraded as required.
- Ensure airport compliance with MOS 139, TSP and all relevant Acts and Regulations
- Maintain an up to date access control system.
- Maintain a safe and secure operation within the airside environment by complying with all SMS responsibilities and ensuring that all actions are in line with relevant regulations and SOPs.
- Assist management with meeting compliance standards by ensuring all systems and procedures are up to date and adhere to current legislation, internal policies and procedures.
- Administer QAL based Risk Management Safety System (RMSS) or other systems as introduced.
- Document control of Airport related manuals, registers and online file system is maintained correctly and up to date.
- Ensure all registers and online filing system (SharePoint) are maintained up to date

Objective 2: Auditing of Systems, Programs and Manuals

- Conduct regular audits of procedures and manuals to ensure compliance requirements are maintained.
- Develop action response plans for regulator conducted audit findings.
- Ensure actions from audits are updated with progress or completed information

Objective 3: Reporting and Training

- Complete weekly, monthly, half yearly, and yearly reports where applicable
- Accurately report aviation statistics in a timely manner.
- Ensure all staff training documentation maintained and all records up to date.
- Organise training for staff where required and maintain all staff training records.

Version Number	Date Updated	Version reviewed/approved By GM
1.1	04/11/22	P&C

- Ensure all reporting of relevant information to regulators is completed within relevant regulatory time frame

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 are 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.
- 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.

Version Number	Date Updated	Version reviewed/approved By GM
1.1	04/11/22	P&C

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 / Military / CASA / Air Services / OTS / Regional Airports Aviation Regulatory Compliance Officer Mount Isa Airport Pty Ltd

Key Capabilities Required to Perform Role

Educational Qualifications:

- Tertiary qualifications in transport / airport management (Desirable)
- Internal/Lead Auditor Qualifications (Desirable)

Professional Experience:

- Minimum 2 years' experience working in an aviation role

Specific Job Knowledge, Skills and Abilities:

- An understanding of airfield layouts and aviation operations
- An understanding of the MOS 139
- A knowledge of the Transport of Security Programs, ATSA 2004 & ATSR 2005
- A knowledge of CASA regulatory requirements in an Airport environment
- Ability to interpret and understand manuals, regulations and Acts
- Highly proficient in all the Microsoft Office suite of products
- A knowledge of SharePoint

Version Number	Date Updated	Version reviewed/approved By GM
1.1	04/11/22	P&C

- Ability to foster working relationships with external agencies

Physical Demands:

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

Version Number	Date Updated	Version reviewed/approved By GM
1.1	04/11/22	P&C

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

Version Number	Date Updated	Version reviewed/approved By GM
1.1	04/11/22	P&C