

Townsville Airport Pty Ltd Role 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:	Security Manager (Regional Ports)
Location:	Townsville
Department:	Aviation
Reports to:	Regional General Manager
Reporting to this position:	NIL

Position Purpose

This role is responsible for the development, implementation and management of the security standards and procedures required to ensure the airports operation is safe, secure and efficient.

Position Requirements

Objective 1: Security

- Ensure TSV / ISA / LRE Regulatory and Screening Authority compliance to ATSR2005
- Primary Liaison for AMS as the Townsville Airport Security Contact Officer
- Develop, implement and manage security response procedures for Townsville Airport
- Develop, implement and review/audit on a continuous basis security procedures, Transport Security Program and associated documents
- Manage Screening Equipment Assets and associated licences including the long-term planning and budgeting for end-of-life replacement
- Provide the lead role in negotiation and management of screening contract and associated KPI's
- Develop, influence and maintain strong working relationships with the Aviation Industry, Australian Federal Police and Government Agencies
- Plan, budget and implement new security requirements as determined by the Department of Infrastructure and Transport
- Represent TSV / ISA / LRE Airports at security forums as required
- Chair and manage activities of the Airport Security Committee
- Security representative at Aerodrome Safety Committee
- Ensure the administration of the QAL ASIC program and Airport access arrangements are maintained to the regulatory standard as per the ATSR 2005
- Ensure customer experience is embedded into Townsville Airports security culture

Objective 2: Documentation

- In coordination with the Aviation Risk and Compliance Officer, develop and maintain all manuals including:
 - Transport Security Program
 - ASIC Program
 - Airport Security Guide
 - Airport Security SOPs
 - Risk Management Program
- Prepare Department report for the board as required
- Prepare documentation (e.g. reports, SOPs, procedural manuals, programs) in a clear, concise and professional manner
- Extract relevant database management reports for tenants as requested
- Security Incident Reports to CISC

Objective 3: Management and Leadership

- Demonstrate leadership practices (eg promote teamwork, encourage consultation, communication, role modelling, continuous improvement)
- Manage Airport, security and risk in accordance with regulatory requirements, policies and standards
- Develop, implement and monitor change management strategies in consultation with the MOS.
- Provide input into TAPLs Master Plan and Business Plan
- Supervise the Airport ASIC issuing duties

Objective 4: Training and Development

- Assist with training ASIC regulatory compliance team with ASIC and Access systems
- Conduct induction training for new employees and external stakeholders as required
- Conduct and/or arrange competency assessments for employees
- Ensure staff are adequately trained to respond in the event of an emergency or security incident
- Assist with staff training for Table Top and Field Exercises

Objective 5: Risk Management

- With the assistance of the Aviation Compliance Officer develop, maintain, monitor and update the Airport Risk Management Program and associated software

Objective 6: Budgets

- Assistance in preparation and management of budgets for the Aviation Department and input into the Capital Works Program

Objective 7: Project Participation / Innovation / Continuous Improvement

- Participate in relevant Townsville Airport planning and design forums to ensure the appropriate security outcome is achieved for airport developments
- Ensure Townsville Airport is informed and prepared for changes to security legislation and enhancements in technology

Objective 8: 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 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.
- 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:

Manager

- 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
- Provide clear expectations through setting individual and team goals
- Give regular feedback and recognition to employees for high performance

Key Stakeholders

Internal: Employees and management at all levels

External: Federal Government Representatives, Airlines, Airport Tenants and Operators, Contractors and Other Airport Stakeholders

Key Capabilities Required for Perform Role

Educational Qualifications:

- Appropriate training in security and emergency practices

Professional Experience:

- Experience in the safety, security and emergency fields
- Good knowledge of regulatory standards and policies - ATSR 2005
- Budget preparation experience
- Report writing and written communications experience
- Management and leadership of staff experience
- Interpretation of relevant Government acts, regulations and policies experience
- Training staff in safety, security or related areas experience

Specific Job Knowledge, Skills and Abilities:

- Strong written and verbal communication skills (eg reports, training)
- Excellent attention to detail
- Good computer literacy (Microsoft Office suite)
- Good leadership and interpersonal skills
- Sound problem solving, decision making and negotiation skills
- Sound organisational, time, task, planning and priority management skills
- Meet the prerequisites for obtaining the appropriate level of aviation security clearance

Certificates:

- Undergo and pass a Police Records Check
- Undergo and pass a Secret Security Classification check

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