

Gold Coast 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:	Works Safety Officer
Location:	Gold Coast
Department:	Operations & Service Delivery
Reports to:	Airside Operations Supervisor
Reporting to this position:	Nil

Position Purpose

To execute the regulated functions of an aerodrome Works Safety Officer (WSO), represent the airport authority as a frontline overseer of works and project activities from an aviation safety perspective and provide assurance with regards to regulatory compliance, operational safety and efficiency.

Position Requirements

Objective 1: Aerodrome Works Compliance

- Identify, apply and enforce aerodrome compliance regulations as detailed in the CASA Manual of Standards (MOS) Part 139 and ICAO Annex 14: Aerodromes
- Apply a sound knowledge of relevant Method of Working Plans (MOWP) and ensure works are conducted in accordance with the MOWP and expected aerodrome procedures
- Ensuring timely issue of NOTAM as set out in the MOWP

Objective 2: Aerodrome Works Supervision

- Liaise with air traffic and ground control personnel on a regular basis when work is in progress
- Liaise with the works organisation/contractors, on a regular basis, regarding any matters necessary to ensure the safety of aircraft operations and aerodrome personnel
- Ensuring unserviceable areas, temporary obstructions and the limits of works areas are correctly marked and lit in accordance with the applicable MOWP
- Ensuring that vehicles, plant and equipment are properly marked and lit
- Ensuring that access routes to works areas as set out in the MOWP are clearly marked and lit
- Ensuring that excavation is carried out in accordance with the MOWP, and in particular, so as to avoid damage to or loss of calibration to any underground power or control cable associated with critical and airfield specific services.
- Immediately reporting to the NOTAM Office any incident or damage to facilities likely to affect the safe operation of aircraft on the airfield
- Ensuring that the movement area is safe for normal aircraft operations following removal of vehicles, plant equipment and personnel from the works area
- Ensuring that floodlighting or any other lighting required to carrying out the works, is shielded so as not to present a hazard to aircraft operations

Objective 3: Operational Understanding

- Possess and apply a working understanding of aerodrome operational policies, procedures and standards.
 - Apply a working knowledge of typical aircraft and airport ground vehicle characteristics as they relate to aerodrome operations, related works and maintenance activities
 - Ability to undertake and contribute to a range of aerodrome operational and compliance activities as required. Including but not limited to:
 - wildlife management
 - airspace protection
 - general safety assurance
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Objective 4: Administration

- Identify and report hazards and incidents via expected reporting methods
- Input all required data into relevant online registers
- Record action taken when airside access is denied and of any incidents including those observed on the CCTV
- Submit all necessary regulatory reports and documents
- Brief the Airside Operations Supervisor/Project Manager immediately on all significant incidents
- Brief Manager Security & Emergency Planning immediately on any significant security matters

Objective 5: Customer Service

- Identify and attend to stakeholder requirements in an effective and timely manner
- Be available as the first point of contact for communication with the Gold Coast Airport, initiating reports to be followed up as required
- Monitor airport tenants, stakeholders and contractor activities to ensure they are maintained within regulatory standards and assisting with direction as required
- Liaise with tenants stakeholders and contractors on behalf of Gold Coast Airport in a professional and courteous manner

Objective 6: 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 7: 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.
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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
- Establish and maintain effective, positive relationships with the airside operations team members and management.
- 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
- Proactively communicate operational concerns, incidents and opportunities for improvement

Key Stakeholders

Internal: Employees and management at all levels

External: Airlines, Air Traffic Control, Emergency Services, Aerodrome Stakeholders, Contractors, Regulatory Authorities and Government Agencies.

Key Capabilities Required to Perform Role

Educational Qualifications:

- Certificate III in Aviation (Ground Operations and Service) desirable.

Professional Experience:

- Experience in providing a high range of emergency, security and safety services
- Experience in a highly regulated environment
- Prior experience operating in the airside environment.

Specific Job Knowledge, Skills and Abilities:

- Good written and verbal skills
- Good problem solving, decision making and negotiation skills
- Good organisational, time, task, planning and priority management skills
- General computer literacy (Word, Excel, Internet, Email)

Certificates:

- Currently hold or be eligible to obtain a Red AUS or Aviation Security Identification Card (ASIC)
- Radio Operators Certificate of Proficiency
- Hold a current drivers' licence

Physical Demands:

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

This is a SSAA position under the Queensland Airports Limited Drug and Alcohol Management Plan (DAMP) and as such the WSO is eligible for random and post incident testing. Due to the nature of the role and close interaction with works organisations the WSO may also be eligible for testing under the contractors DAMP.

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
