

POSITION DESCRIPTION		
Position Title: Trainee Airport Reporting Officer	Classification: As per Award Trainee	Position Number: BHCC-AIR-04
Group/Area: Finance & Commercial	Reports to: Airport Manager	Hours per week: 38
<p>Our Organisation:</p> <p>Vision: Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world.</p> <p>Mission: Council provides responsive community leadership to enhance community living and facilitate a prosperous economy</p> <p>Our Values: Accountability, Pride, Perseverance, Courage & Honesty, Teamwork</p>		
<p>Position Purpose:</p> <p>The Trainee Airport Reporting Officer assists the Airport Manager with the day-to-day maintenance and security of the Broken Hill Airport to ensure its efficient and safe operation at all times.</p> <p>The Airport Reporting Officer will also, at times to be determined, be required to undertake labouring and maintenance duties at Warnock Street Depot.</p>		
<p>Special Requirements:</p> <ul style="list-style-type: none"> • An Aviation Security Identification Card is required which includes undertaking an Australian Federal Police Check. • Complete Aerodrome Reporting Officer Skill Set Course AVISS00053 • Complete Aeronautical Radio Operator Certificate Course – AROC AVIE0003 Operate aeronautical radio Aviation English Language Proficiency test (AELP) • Must be available to work weekends, public holidays, and school holidays as required • Hours can be rostered over a 7-day period (Monday – Sunday) 		
<p>Key Stakeholders:</p> <ul style="list-style-type: none"> • General Manager • Director Finance and Commercial • Other ELT members • Asset Management staff • Airport Manager • Other council departments • Ratepayers and other service users • Community Groups and Individuals • Contractors 		
<p>Reporting Lines:</p> <ul style="list-style-type: none"> • This position reports to the Airport Manager 		

- This position has no direct reports

Accountabilities

You will use your professional skills and experience to:

Ensure compliance, accountability and service levels are maintained for the Broken Hill Airport

- Safety inspections of airside areas in accordance with the Aerodrome Manual.
- Maintain Airport Security in accordance with CASA, Department of Transport Security Regulations and Infrastructure Department guidelines.
- Maintain all appropriate records including logbooks, Aircraft landing data, etc.
- Provide emergency response support as required and as directed.
- Airside control and removal of fauna and feral animals as required.
- Undertake inspection and maintenance of airport building and facilities including:
 - Patching of sealed area
 - Slashing and mowing
 - Fence maintenance
 - Grading of gravel runway
 - Grading and repair of gravel runway strips
 - Inspection and maintenance of sealed runway and lighting equipment
 - Signage
 - Roads
 - Gardens
 - Airside and Landside facilities
 - Other duties may include general labouring and operation of plant and equipment within the Works Department as required.
 - Undertake other duties within employee's skills, competency and training as required.

Ensure compliance with firearm handling procedures:

Regular airside patrols and inspections are conducted for the management of barriers to aircraft operations such as wildlife and other hazards. Employees may be required to use a firearm where wildlife is infringing the take-off and approach of planes in the movement area.

- Employees will use firearms safely to manage wildlife in order to ensure aviation safety.
- Employees will use firearms in accordance with any applicable regulations and laws.
- Any personnel operating a firearm or related equipment needs to be adequately trained in their safe and correct use.
- Only registered and approved firearms should be used (in line with relevant regulations of the applicable state or territory).
- The type of firearm and ammunition should be appropriate and safe for the intended purpose.
- All firearms & ammunition always need to be handled with care. Care is to be taken when transporting and/or handling firearms and ammunition.
- Firearms and ammunition must be secured in an appropriate firearm storage cabinet when not in use and/or travelling off airport.
- Firearms should be cleaned routinely or following any regular period of use.
- Employees must hold a valid firearms licence and be properly authorised by their organisation to handle firearms.

- When using a firearm, any wildlife that is affected by its use should always be treated humanely whenever possible.
- Maintenance of records for the use of firearms will include: -
 - When firearms are used
 - Use and disposal of ammunition
 - Effectiveness in controlling the wildlife hazard
- Any firearm, related equipment and their operating procedures should be managed by the relevant Council Safety Management System.
- The use of a firearm and related equipment should also comply with any applicable Work, Health and Safety legislation.

You will contribute to a customer focused approach to service delivery by:

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our City and having an ability to promote these outcomes
- Listening to customers and understanding that customer experiences are multi-faceted and consideration is given to customer view point and sensitivities surrounding particular decisions and interactions
- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments
- Responding to and resolve Customer Requests and enquires in a timely and customer focused manner
- Ensuring that communication with customers is open, timely and transparent
- Always act courteously and professionally towards customers
- Manage difficult situations and conflicts – calmly and professionally

You will contribute to an effective organisation by:

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department , and ensuring these are considered in decision-making
- Support business excellence and continuous improvement practices

You will assist Council in achieving a financially sustainable future by:

- Contributing to a whole of Council approach to resource usage and allocation
- Maintaining a 'value for money' attitude, through efficient and effective use of resources
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs

You will assist Council to meet Records Information Management:

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

You will adopt a team work approach by:

- Performing an active role within the team to achieve the objectives of that function
- Engage in regular communication and co-operation with fellow team members
- Understanding that all staff at Council are one team working towards a shared purpose, and applying a 'whole of organisation' approach to every aspect of your work
- Embracing and promoting the values of the organisation
- Setting an example for other employees regardless of reporting lines
- Committing to self-awareness and improving professional effectiveness
- Understanding corporate risks that apply to your activities

You will ensure a safe and equitable workplace environment by:

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework;
- Implementing, monitoring and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area;
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these;
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly

Other duties

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Employees shall have reasonable and equitable access to education and training to enable them to acquire the range of skills they required for positions.

Position and Person Specification

Essential

- Demonstrated competency in written, verbal and interpersonal communication skills.
- Current NSW Class C Driver's License (minimum provisional license) or ability to obtain
- Acquire and maintain relevant competencies/ skills/ training to ensure work is conducted efficiently and in a safe manner e.g. WorkCover WHS General Induction Card, Working under Overhead Powerlines, Traffic Control and Loader.
- Demonstrated competency and a working knowledge in the use of Microsoft Office including Outlook, Excel, Publisher and Word.
- Demonstrated commitment to a customer service culture and delivery of quality service.

Desirable

- Current MR Driver's Licence.
- Current NSW Firearms Licence (Class A & B)
- Current Senior First Aid Certificate.
- Hands on experience with oxy and electric welding equipment.

Acceptance of Position Description**Approved:** General
Manager**Signature:****Date:** 13/12/2024

I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.

Accepted: Employee Name**Signature:****Date:**