

Manager – Airport (Regional Compliance & Roma)

Our refs: SF22/215

As the **Manager – Airports (Regional Compliance and Roma)** for the Maranoa Region, you will be responsible for the complete operation and maintenance of Council's **four (4) aerodromes in Roma, Injune, Surat and Mitchell** in accordance with the relevant Local, State and Federal legislative frameworks. The role is responsible for leading a team of dedicated airport employees and contractors to deliver the approved service levels to our residents and visitors in a safe, secure and financially sustainable manner.

About:

- Roma, QLD
- Contract of Employment
- \$180K total annual remuneration package
- 5 weeks annual leave
- Bi-Monthly RDO's
- Salary Sacrifice Facilities

A strong candidate for this role will have:

- Tertiary Qualifications in a relevant discipline (e.g., engineering, aviation or business, or demonstrable experience in a similar environment)
- Current C (Car) Class Driver Licence - unrestricted
- Aviation Security Identification Card
- Aeronautical Radio Operator Certificate
- QLD Occupational Weapons Licence Cat A & B (or ability to obtain within 12 months)
- Aerodrome Reporting Officer/Works Safety Officer certificate (or ability to obtain within 12 months)
- QLD Radiation Safety Officer Certificate for Cabinet X-ray apparatus (or ability to obtain within 12 months)
- General Construction Industry Induction (White Card)
- Manual of Standards Part 139 (MoS 139) Wildlife Hazard Management Training (or ability to obtain within 12 months)
- Drug and Alcohol Management Awareness and Supervisor Certificates

To apply:

Upload your application (including Covering letter & Resume) to Council website www.maranoa.qld.gov.au/careers by closing date.

Should you prefer submitted a hard copy application, please visit one of Council's Customer Service Centres or contact Council's Recruitment Team for more information.

Closing date: 5:00pm Monday, 12 September 2022

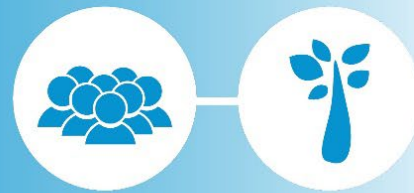
For more information:

Website: www.maranoa.qld.gov.au

Telephone: 1300 007 662

POSITION DESCRIPTION

Manager – Airports (Regional Compliance and Roma)



About the position

Profile

Position title	Manager – Airports (Regional Compliance and Roma)
Position number	0112
Department	Regional Airports and Compliance
Current location	Roma Airport
Classification	Contract
Reports to	Director – Roma
Date last reviewed	17 March 2021

Purpose

To lead the Regional Airports and Compliance team to provide an air transport gateway to the Maranoa Region that is safe, secure and compliant with Local, State and Federal Legislative requirements, ensuring that Council's aerodromes contribute to the economic and community development of the region, while facilitating emergency, medical and disaster support services.

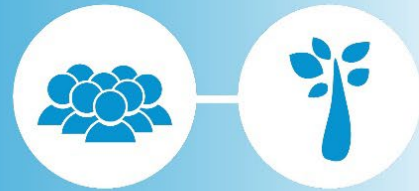
Key responsibilities

Aviation Safety & Security

- Perform the roles of Accountable Manager, including: Civil Aviation Safety Regulations (CASR 139); Aerodrome Reporting Officer/Works Safety Officer (ARO/WSO); Security Contact Officer; Radiation Safety Officer; NOTAM Originator; Aeronautical Data Originator and AIP Responsible Person.
- Enhance and sustain the effective screening of persons and goods in accordance with the *Aviation Transport Security Act* and Regulations and any notices issued from time to time, ensuring screening equipment is properly maintained and operated through execution of maintenance and operations contracts.
- Maintenance of key statutory documents and processes, including but not limited to the Aerodrome Manual, Transport Security Program, Radiation Safety and Protection Plan, Safety Management System, Wildlife Hazard Management Plan, Aerodrome Emergency Plan, etc.
- Utilise Risk Management processes to ensure hazards to aviation safety and persons generally are minimised in the aerodrome environment.
- Liaise with Council's planning and development team, and provide feedback on developments and planning instruments within the Maranoa Region, focusing on potential hazards to aviation safety.
- Liaising with the Local Area Directors, ensure Council's Aeroplane Landing Area's (ALA) in Injune, Surat and Mitchell are compliant in accordance with all legislative and regulatory obligations.

POSITION DESCRIPTION

Manager – Airports (Regional Compliance and Roma)



- Plan, lead and drive the safety and security management committees, aerodrome emergency committee and aerodrome emergency exercises.
- This Role is a Safety Sensitive Aviation Activity.

Functional Leadership

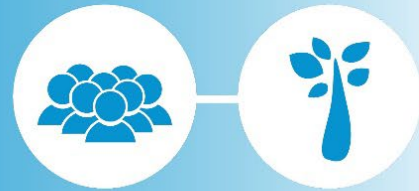
- Provide active and visible leadership of the Regional Airports and Compliance function within and outside of Council.
- Provide timely, accurate and factual information to the Executive Leadership Team and Councillors.
- Engage with airlines on scheduling, operations and approvals relating to aerodrome use.
- Provide high level, timely and accurate technical support and strategic leadership to the airport operations and security teams, supporting team development and operational resilience.
- Undertake work planning and performance management functions for Roma's aerodrome.
- Develop, monitor and control the annual operational and capital budgets for the Regional Airports and Compliance function including fees and charges, ensuring service delivery within the approved budget and projects are delivered on time, within budget, safely.
- Engage with Roma's aerodrome tenants, users and other stakeholders on operational and strategic matters.
- Develop, manage and control Roma's aerodrome leases, licences, access agreements and other contractual arrangements to ensure safe, financially sound and cost effective service delivery.
- Engage with various businesses in an aviation environment and develop and maintain positive, cooperative and effective relationships.
- Actively engage with the Integrated Maranoa Management System, assimilating it into aerodrome operations where functionally relevant.
- Ensure statutory deadlines are delivered upon, audit, hazard and incident reporting and findings are closed out in a timely manner across the region.
- Develop and monitor people, systems and processes to support excellence in service delivery (Internal and External) and ensure legislative compliance – including adherence to the Code of Conduct.
- Ensure activity is focused on the implementation of Council approved priorities, policies and decisions.
- Deliver annual services with quarterly reporting on progress including: Airport access; Airport maintenance; Airport operations; Carparking; and Landing requests.

Continual Improvement

- Continually review operations and maintenance processes identifying opportunities for improvement, taking into account stakeholder views and change management principles.
- In conjunction with the Project Management team, and where required, undertake capital projects as approved by Council.
- Review and implement the asset management strategy for Roma's aerodromes, identifying opportunities for improvement in safety, resilience and functionality with a contemporary best practice focus.
- Using risk management processes and industry knowledge/engagement, identify emerging issues and trends likely to impact Council's aerodrome operations and establish programs to mitigate the impacts.

POSITION DESCRIPTION

Manager – Airports (Regional Compliance and Roma)



- Use a forward facing, solutions focused approach to implementing change and delivering long term sustainable value to the Regional Airports and Compliance function and the community it serves.
- Identify and seize opportunities to upskill team members capacity and capability to build resilience and leverage individual skill sets to implement process improvement.

Human resource management

- Provide support and direction to the Regional Airports and Compliance team and work collaboratively on all areas of Airports operations.
- Monitor team outputs to ensure results are consistent with organisational priorities and standards.
- Participate in recruitment, induction and training for new team members.
- Provide formal and informal feedback and Identify current and emerging training needs for the team.
- Ensure team members have the relevant delegations and authorised persons powers for their roles and responsibilities.
- Monitor employee leave balances and implement actions to transition balances in accordance with Council's policies and certified agreement.
- Manage time and resources to minimise the need for overtime unless there is an approved business case.

Financial management

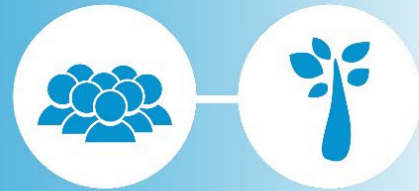
- Identify and implement opportunities to reduce lifecycle costs, while balancing risk and value in all aspects of Roma's aerodrome operation and maintenance.
- Implement financial audit recommendations (both internal and external).
- Ensure effective, efficient and economical management of public resources.
- Manage the Roma's Airport within budget, as approved by Council.

Customer service

- Provide friendly and professional service and advise to internal and external stakeholders via phone, e-mail and face to face.
- Respond to customer requests and queries in accordance with Council's *Customer Service Charter* and relevant policies and procedures.

POSITION DESCRIPTION

Manager – Airports (Regional Compliance and Roma)



Other

- Undertake duties within the skill level, competence and training, consistent with the applicable level within the Award, in any area of Council as required.
- Assume the accountabilities and responsibilities as per the relevant role dimensions and delegations for the position.
- Demonstrate a strong commitment to Maranoa Regional Council's values and team goals:

Our values

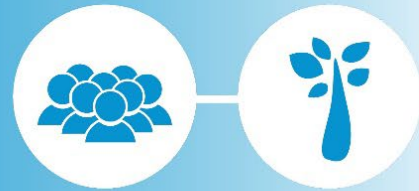
- ✓ Striving for excellence
- ✓ Being respectful
- ✓ Showing empathy
- ✓ Ensuring honesty
- ✓ Providing transparency
- ✓ Encouraging innovation and efficiency
- ✓ Demonstrating accountability
- ✓ Ensuring the safety of our teams and community
- ✓ Thinking about today and tomorrow

Our teams' goal

- ✓ **Quality** in our services and projects
- ✓ **Safety** of our teams and community
- ✓ Management of our natural and built **Environment**
- ✓ **Affordability** of our current and future communities

POSITION DESCRIPTION

Manager – Airports (Regional Compliance and Roma)



About the person

Qualifications and licences

Mandatory qualifications and licences

To be successful you will need to demonstrate that you meet the below mandatory requirements for the role:

- Tertiary Qualifications in a relevant discipline (e.g. engineering, aviation or business, or demonstrable experience in a similar environment)
- Current C (Car) Class Driver Licence - unrestricted
- Aviation Security Identification Card
- Aeronautical Radio Operator Certificate
- Queensland Occupational Weapons Licence Cat A & B (or ability to obtain within 12 months)
- Aerodrome Reporting Officer/Works Safety Officer certificate (or ability to obtain within 12 months)
- Queensland Radiation Safety Officer Certificate for Cabinet X-ray apparatus (or ability to obtain within 12 months)
- General Construction Industry Induction (White Card)
- Manual of Standards Part 139 (MoS 139) Wildlife Hazard Management Training (or ability to obtain within 12 months)
- Drug and Alcohol Management Awareness and Supervisor Certificates

Desirable qualifications and licences

Although not mandatory, the below qualifications and licences are considered beneficial to the role:

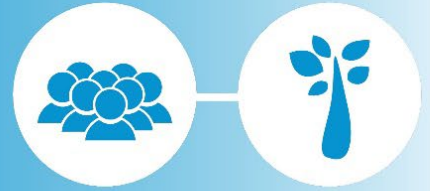
- Certificate II in Security Operations
- Certificate II in Transport Security Protection
- Current First Aid and CPR Certificates
- Humane Destruction of Animals training

Required skills and experience

- Demonstrated ability to provide and operate airports that contribute to the economic and community development of the region (including access to our region's towns for medical emergency flights) while working to ensure compliance and legislative obligations.
- Recent experience in the operation and maintenance of a Security Controlled (Tier 2/Category 3), Certified Aerodrome including extensive experience in safety management, risk management and assurance.
- Experience in aerodrome reporting and work safety including wildlife management, contractor management and emergency management.
- Ability to confidently and purposefully engage with regulatory authorities from all levels of Government.
- Sound understanding of contracting principles from tendering through to execution.

POSITION DESCRIPTION

Manager – Airports (Regional Compliance and Roma)



- Extensive experience and ability to interpret legislation and implement measures to ensure compliance is achieved.
- Problem solving skills in complex and difficult circumstances at both the technical and macro scale.
- Demonstrated ability to contribute to the leadership of the organisation, including as part of the Senior Management Team, and provide leadership and management of the Roma Airports team.
- Well-developed interpersonal skills with the ability to undertake managerial responsibilities such as direction, support, planning and evaluation of operations.
- Ability to demonstrate a strong commitment to Maranoa Regional Council's values and team goals.
- Previous experience working in local government or similar environment will be highly regarded but is not essential.