



Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	May 2023
Position Title	Assistant Manager, Airport		
Award	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>		
Classification	\$90,276 to \$95,131 per annum - depending on Skills and Experience		
Division	Operation		
Location	NPA Region		
Employment Type	Contract – 3 Years Full Time		
Hours of Duty	38 hours per week		
Supervisor	Airport Manager		
Direct Reports	Airport Reporting Officer		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVE OF POSITION

The primary aim of this position is to assist Airport Manager through prudent management of inputs and resources as well as production of outputs (quality, price, and timeliness) including services and ensuring regulatory compliance.

KEY ACCOUNTABILITIES

Duties and responsibilities include but are not limited to:

- Assist with the Management all activities associated with the Airport operations including conducting business in a commercial manner whereby costs of inputs (materials, fixed assets, wages, etc) are considered in respect of the pricing of outputs supplied to customers.
- Assist with maintaining appropriate records to comply with Council and CASA requirements as they apply to the operation of the Northern Peninsula Area airport
- Assist with budgets preparation and expenditure including mapping against forecasts and that income is monitored against targets.
- Assist with the management of staff in accordance with Council Policy and are provided with clear direction, performance and attendance feedback, appropriate reward and recognition including being acknowledged for diligence exhibited in the performance of their duties.
- Review the performance of the Business to determine and report on areas of potential improvement in processes that can be achieved in a cost-effective manner.
- Participate in staff meetings and other forums aimed at improving the performance of Council and its culture.
- Contribute to the preparation of Reports to Council as required.
- Prioritise own tasks to meet deadlines considerate of the needs of other sections of Council.
- Maintain knowledge of current trends in the Airport Management sector as they relate to this position.

SELECTION CRITERIA

Essential

1. Experience in all aspects of the operations of a Certified Airport including material management, plant (fixed asset) management, staff management, and airport safety (and compliance) or substantial experience in a similar type of role.
2. Experience in the coordination of Certified Airport operations and compliance as per regulatory and legislative standards in Australia.
3. Hold Current Queensland Drivers' License.
4. Hold or have the ability to obtain an ASIC
5. Current accreditation in aircraft re-fueling.
6. Aerodrome Reporting Officer Certificate.
7. Demonstrated ability to manage direct staff reports, time, and workload to meet deadlines.
8. Demonstrated written and verbal communication skills to the extent necessary to manage an Airport on a commercial basis.
9. Skills and experience using Microsoft Office suite of applications such as Word and Outlook.

10. Experience with document control as it relates the operation of a certified airport

Desirable

11. Certificate III or Diploma in Airport Operations.

12. Security Contact Officer (SCO) experience

13. Stakeholder engagement and negotiation skills

14. Experience or qualifications in surveillance, audit investigation, and response.

15. Experience is use of Microsoft Office Spreadsheet application would be well regarded.

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Manager Name: _____ Signature: _____ Date: _____
(Print)

Exec. Manager Name: _____ Signature: _____ Date: _____
(Print)