



## INFORMATION PACKAGE

### POSITION VACANT

### ASSISTANT AIRPORT COORDINATOR

REF NO: ESC354

**CLOSING DATE: 4.30PM THURSDAY 24 SEPTEMBER 2020**

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Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Andrew Greenway on 0407 927 027



**Collaborative Respectful Team Spirit Professional Open + Trusting**



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



## Position Description

# Assistant Airport Coordinator

Position Code	272
Division	Property and Commercial Services
Location	Moruya Administration Offices
Band/Level	Administrative / Technical / Trades Band 2 Level 3

## Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

<b>Our values</b>	<b>We are collaborative</b>	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	<b>We are respectful</b>	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	<b>We show team spirit</b>	We nurture and value our relationships, bringing out the best in each other.
	<b>We are professional</b>	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	<b>We are open and trusting</b>	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

To coordinate Council's operations of the Moruya Aerodrome by the provision of labour, expertise and skills to complete tasks to prescribed standards in an efficient, safe and effective manner.

## Main duties and key result areas (KRA)

1. Assist the Airport Coordinator to supervise staff and contractors and operate and maintain the Airport as required by its certificate and Council, consistent with best practice and within the adopted budget.  
*KRA:(a) The adopted operational Plan is achieved within or better than budget and all significant variations are identified and reported with recommended remedy.*  
*(b) Annual CASA Audit reveals no major operational defects and all minor procedural defects are rectified within 30 days.*  
*(c) Ensure routine inspections and maintenance is carried out in a timely and efficient manner eg mowing/slashing, lighting replacement and navigation aids repairs, runway patches and painting, etc.*  
*(d) Ensure adequate stocks of equipment and spares are available for Airport needs.*
2. Act as an Airport Reporting Officer (ARO), and when required coordinate suitable site training for a team of relief AROs and ensure appropriate coverage of a duty ARO.  
*KRA: (a) Ensure that cost effective resources are scheduled to maintain service coverage.*  
*(b) Ensure that appropriate competencies and skills are maintained with Reporting Officers. (c) All inspections are completed, logs are accurate and up-to-date and all incidents have been reported as required by the Aerodrome Manual.*  
*(d) Minor maintenance tasks are completed effectively and in a timely manner in accordance with Council procedures and the Aerodrome Manual.*  
*(e) Use of and response to Common Traffic Advisory Frequency (CTAF) is accurate and meets airport requirements.*  
*(f) Response to call-outs is within required timeframes and to standards.*  
*(h) No substantial breaches of customer service standards occur.*
3. Monitor landing fees collection procedure.  
*KRA: Ensure landing fees are collected. Monitor landing fees and prepare a strategy for of outstanding debts in excess of 60 days and report progress quarterly.*

4. Act as Airport Safety Officer and be familiar with Airport emergency procedures.  
*KRA: As Airport Safety Officer, carry out routine safety checks and prepare emergency procedures. Airport Security and Emergency Procedures Plan is reviewed annually (or other interval as required).*
  
5. Contribute to the Implementation, review and maintenance of the Moruya Airport Transport Security Program, Moruya Aerodrome Manual, Aerodrome Emergency Plan, Safety Management System and other manuals, programs and documents as required by Moruya Airport.  
*KRA: Compliance with the requirements of the Transport Security Program, Aerodrome Manual, Aerodrome Emergency Plan, Safety Management System and other manuals, programs and documents as required by Moruya Airport.*
  
6. Monitor compliance in use of the Airport refuelling facility.  
*KRA: Compliance with industry standards and safety procedures. Prepare monthly fuel transaction reports.*
  
7. Assist the Coordinator to Control and manage Airport Security as required by the Aviation Transport Security Act 2004, Aviation Transport Security Regulations 2005 and the Moruya Airport Transport Security Program.  
*KRA: Annual Department of Home Affairs (DOHA) Audit reveals no major operational defects.*
  
8. Within area of responsibility, ensure
  - \* the application of EEO and Diversity principles, and
  - \* the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.*KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.*

## Qualifications/Experience (Selection Criteria)

### Essential

1. Demonstrated knowledge of airport operation, maintenance requirements, regulations and security.
2. Well developed oral and written communication skills and customer relation skills.
3. Demonstrated computer knowledge and skills.
4. Ability to undertake general grounds and facilities maintenance tasks.
5. Experience in working within budgets and cash handling procedures.

6. Ability to be available at the Airport within 15 minutes of call out as per emergency procedures requirements.
7. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's WHS Policy and WHS System and EEO and Diversity related policy and practices.

### Licence requirements

The following is the list of licence requirements for this role:

#### Mandatory licences required prior to commencement

1. Current CASA Airport Reporting and Work Safety Officer certification.
2. Current class C drivers licence.
3. Flight Radio Operations Certificate of Proficiency (CASA)

#### Desirable

1. Experience in the management of a regional airport.
2. Prepare and Apply Chemicals, Transport and Store Chemicals
3. Work Cover Construction Induction Certificate (White Card).
4. First Aid Certificate.
5. Current Class 1AC Security Industry License.
6. Current Aviation Security Identity Card.
7. Trim & Cut Felled Trees Manually accreditation.
8. Handle Dangerous Goods/Hazardous Substances

*It is a CASA requirement that Airport Emergencies are attended to within 20 minutes of the call-out time.*

- *The on-call Airport Reporting Officer must therefore be able to be on-site within no more than 15 minutes of a call-out.*
- *On-call duty periods are in excess of 24 hours.*

*Appointment to this role is dependent on assessments of the results of a National Criminal History Record Check and Security, Drug and Medical testing.*

**The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.**

**EMPLOYEE:** Position Vacant  
**SUPERVISOR:** James Brown – Airport Coordinator  
**DATE:** September 2020

## CONDITIONS OF EMPLOYMENT

Position Title:	Assistant Airport Coordinator
Reference Number:	ESC453
Grading:	Grade 12 of Council's salary system
Salary Range:	<p>In the range of \$1,417.67 to \$1,500.94 gross per week comprised of:</p> <ul style="list-style-type: none"> <li>* \$1,294.68 to \$1,370.72 base salary,</li> <li>* \$122.99 to \$130.22 superannuation (calculated at 9.5%)</li> </ul> <p>When required by Council, this position will participate in an on-call roster. Appropriate allowances are paid when required to be on-call.</p>
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical and Hearing Test:	An offer of employment for this position is subject to medical clearance and hearing test to verify that you are safely able to undertake the duties of the position. Pre-placement medical examination and hearing test are at Council's expense.
Pre-placement Drug and Alcohol Testing:	<p>Clearance as a result of this testing is required prior to any offer of employment for the following;</p> <ul style="list-style-type: none"> <li>• Alcohol</li> <li>• Opiates</li> <li>• Cannabinoids</li> <li>• Cocaine</li> <li>• Amphetamine</li> </ul>



**Security Checking:**

It is a requirement under the Aviation Transport Security Act 2004 that the successful candidate holds an Aviation Security Identity Card. If you do not already hold this security clearance, you will be required to obtain it (with Council assistance). Any appointment to this position is dependent on this ID card being held.

**Hours of Work:**

Full-time, 35 hours per week. Hours will vary and include early morning starts to prepare for the first daily commercial flight and include weekends. The earliest rostered starting time will be 6:00am and the latest rostered finishing time will be 3:00pm. Emergency call outs could be outside these hours.

ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

**On-call Requirements:**

Participation in the Airport's on-call arrangements is required. The appropriate allowance is paid when required to be on-call.

**Location:**

Moruya Airport.

**Leave Entitlements:**

4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.



## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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# EUROBODALLA SHIRE COUNCIL DIVISION CHART

