

POSITION DESCRIPTION



Date: 5 April 2023

1. Position Identification

Title:	Aviation Officer				
Position Number:	PE.RE.6	Level:	5	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Corporate Services				
Section:	Aviation – Learmonth Airport				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Airport Operations Manager
Internal relationships:	Airport Operations Manager AROWSO Team Heliport Team Aviation Safety and Health Representative Relevant Shire Staff
External relationships:	Ground Handlers Aircrew Passengers Shire Aviation Lease Holders and Stakeholders
No of Direct Reports:	nil

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

The role of Aviation Officer supports the day-to-day activities and operations of the Learmonth Airport (Heliport and Screening). Screening activities must comply with the Transport Security Program (TSP), Aviation Security Act (ASA) and Aviation Standards (AS).

5. Key Objectives

Perform security functions which may include but not limited to maintaining secure areas, advising airport users of correct security procedures and screening of passenger baggage.

Coordinate, work alongside supporting the check in, passenger screening and facilitation, baggage and freight, briefings, lifejackets and hearing protection, loading procedures, parking and refuelling activities in relation to all Helicopter activities.

All functions are undertaken in accordance with the Shire of Exmouth and relevant Oil and Gas and Helicopter company processes, policies and procedures.

6. Key Responsibilities

Heliport Operations

The Aviation Officer must be able to perform all functions of the Learmonth Heliport subject to training and competencies.

Regulatory Compliance

Comply with all policy and procedural documentation in relation to Oil and Gas and Helicopter Operators.

Passenger Facilitation

Perform passenger facilitation which may include, but not limited to, subject to completed training and competencies:

- Screening of passengers
- Breathalyser testing of passengers
- Coordination of other drug and alcohol activities
- Manual screening of baggage
- Conduct passenger briefing, and continuously observe briefings
- Assist passengers with donning of lifejackets and hearing protection with responsibility to confirm correct fit prior to embarking helicopters
- Assist with the collection and hearing protection from disembarking passengers
- Marshalling passengers to and from helicopters
- Perform any other passenger facilitation duties as required

Ramp and Ground Handling

Perform passenger facilitation which may include, but not limited to, subject to completed training and competencies:

- Baggage handling
- Freight handling, inspection, recording and reconciliation to manifest
- Loading, unloading and facilitation of passengers and freight of Helicopters
- Securing the Helicopter safely prior to flight
- Ensure passengers have appropriate life jackets and hearing protection prior to boarding the helicopter.
- Clean and tidy helicopter cabins
- Assist with refuelling activities
- Marshalling to and from designated parking positions

- Ensure emergency response activities and equipment are in place
- Perform any other ramp duties as required

General Passenger, Operational and Ramp duties

- All equipment is maintained and regular maintenance is carried out
- Ensure pre-starts are completed
- Assist in cleanliness and supplies of all facilities related to the Heliport

Screening Operations

The Aviation Officers must be able to perform all functions of the Screening at Learmonth Airport, subject to training and competencies.

Regulatory Compliance

- Operate security screening equipment which may include, but not limited to Explosive Trace Detection (ETD), checked in baggage screening, passenger and baggage screening equipment, liquids, aerosols and gases (LAGS) and walk thru
- Prepare and maintaining a secure (sterile) area as required in accordance with procedures
- Report security related incidents to the Airport Operations Manager
- Conduct security patrols as requested by the Airport Operations Manager
- Once trained, maintain x-ray Threat Image Projection (TIP) screener statistics in excess of 75%
- Issue of Visitor Pass (VIC) within the TSP process
- Observe and report the wearing of ASIC's airside
- Assist in cleanliness and supplies of all facilities related to the Terminal

Other

Any other duties as tasked by the Airport Operations Manager. These may include assisting the ARO/WSO.

7. Behavioural Capabilities

Works to agreed priorities, outcomes and resources and is responsive to changes in requirements.

Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed.

Takes responsibility for completion of work and seeks guidance when required, takes initiative to progress work when required

Seeks self-developmental opportunities, willing to learn new approaches, acquire new capabilities and knowledge.

8. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice that is compliant with Duty of Care requirements under the Work Health & Safety Act 2020 and relevant regulations and guidance notes. These include but are not limited to the following:

- Working with care to ensure their own safety and health and that of others are not negatively impacted;
- Consulting and cooperating with the managers and supervisors on relevant health and safety

matters;

- Participating in the development of safe work procedures and follow them;
- Participating in training as made available by the Shire;
- Using equipment properly as prescribed and report any faults/damage;
- Using personal protective equipment as directed;
- Identify potential hazards and take appropriate action in accordance with policies and procedures;
- Reporting hazard and incidents to their Supervisor/Manager; and
- Participating in your return to work plans with applicable.

9. Other Requirements

Understands the responsibilities of Equal Opportunity and Discrimination legislation in the workplace, supports diversity and a culturally sensitive workforce.

Adheres to the Code of Conduct and other workplace policies and procedures and behaves in an honest, professional and ethical way.

10. Qualifications and Work Experience

Essential

- Developed customer service skills.
- Developed verbal and written communication skills.
- Developed computer literacy including Microsoft programs such as Excel, Word and Outlook.
- Developed interpersonal skills with the ability of team work.
- Ability to demonstrate and support the values of the Shire of Exmouth.

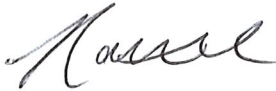

Desirable

- Aviation or heliport experience.
- Aeronautical Radio Operator Certificate (AROC).

Mandatory Requirements

- Valid permanent Australian Work Rights.
- Ability to obtain and hold an Aviation Security Identification Card (ASIC).
- Ability to obtain Certificate II in Aviation Transport Protection or equivalent qualification.
- Ability to obtain a qualification in Dangerous Goods (DG) awareness.
- Ability to obtain recertification as may be required for any qualifications held, as deemed necessary.
- Hold current national "C" class driver's licence.

11. Authorisation Process

Authorisation Process			
Title:	Print Name:	Signature:	Date:
Manager HR& Governance	Kathleen Fish		5 April 2023
Executive Manager	Gollie Coetzee		5 April 2023
Employee			

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.

