



- | | |
|----------------------------|---------------------------------|
| 1. LOCATION: | Port Lincoln Airport |
| 2. POSITION TITLE: | Airport Operations Manager |
| 3. EMPLOYMENT TYPE: | Fixed Term Contract |
| 4. AWARD: | Negotiated Contract |
| 5. REPORTS TO: | Airport Chief Executive Officer |

1. POSITION OBJECTIVES

The role, reporting to Airport Chief Executive Officer is responsible for the safe, secure and compliant operations of the Port Lincoln Airport, Coffin Bay and Cummins Authorised Landing Areas (ALA) in accordance with applicable Civil Aviation Safety Authority (CASA), Department of Home Affairs and relevant Commonwealth regulatory and legislation requirements.

With a strong focus on airport operations and compliance, the Airport Operations Manager is responsible for providing effective leadership and oversight of all airport operations including a team of Airport Operations Officers and ongoing engagement with airport stakeholders.

2. KEY RESPONSIBILITIES

The Airport Operations Manager is responsible for:

- Leading and managing the day-to-day operation of Port Lincoln Airport, including:
 - aerodrome serviceability and airside inspections;
 - identification, reporting and coordination of airside maintenance requirements;
 - wildlife monitoring, management and reporting;
 - coordination and oversight of airside works and contractors; and
 - airside access control, aviation security and Transport Security Plan requirements.
- Supervise and coordinate the Airport Operations Officer team, including rostering, operational coverage, work allocation, training, competency development and performance support.

2. KEY RESPONSIBILITIES

Cont'd:

- Maintain, review and implement key airport operational manuals, plans and procedures, including:
 - Aerodrome Manual;
 - Airport Emergency Plan;
 - Safety Management System (SMS);
 - Drug and Alcohol Management Plan (DAMP);
 - Wildlife Management Plan; and
 - Transport Security Plan (TSP).
- Monitor and manage compliance with applicable CASA, Department of Home Affairs and other Commonwealth aviation regulatory requirements, including maintaining appropriate compliance records and systems.
- Coordinate operational risk management, safety reporting, regulatory and internal audits, emergency preparedness, exercises and associated corrective actions.
- Coordinate the identification, assessment and management of operational hazards and risks through PLAMA's Safety Management System and risk management processes.
- Liaise and maintain effective working relationships with regulators, airlines, airport tenants and users, contractors, emergency services and other airport stakeholders.
- Provide operational input and support for airport maintenance, infrastructure projects, capital works, contracts and other airport improvement initiatives.
- Undertake procurement and purchasing activities in accordance with delegated authority and PLAMA's procurement policies and procedures.
- Coordinate contracted works, including contractor inductions, operational and safety requirements, worksite monitoring and evaluation of contractor performance.
- Administer and coordinate the provision and amendment of aeronautical information for publication through the appropriate Aeronautical Information Publication and associated Air Services Australia information services.
- Oversee the monitoring and maintenance of the Coffin Bay and Cummins ALA.
- Monitor and report operational performance, trends and emerging issues to the Airport Chief Executive Officer.
- Provide timely operational advice to the Airport Chief Executive Officer on safety, security, compliance, staffing, infrastructure and operational matters.
- May be required to undertake rostered operational duties to provide coverage during periods of leave or staff shortages, participate in on-call arrangements, and work outside ordinary hours to meet operational requirements.
- Undertake other duties as directed by the Airport Chief Executive Officer from time to time.

3. KEY ACCOUNTABILITIES

The Airport Operations Manager is accountable for:

- Safe and compliant operations: Ensuring Port Lincoln Airport and the Coffin Bay and Cummins Authorised Landing Areas are operated safely, securely and in accordance with applicable regulatory requirements.
- Operational performance: Ensuring airport operations are effectively planned, resourced, coordinated and maintained to support safe, efficient and reliable service delivery.

3. KEY ACCOUNTABILITIES

Cont'd:

- People leadership: Providing effective leadership and supervision of the Airport Operations team and maintaining appropriate staffing, competency and operational capability.
- Safety and risk: Ensuring aviation safety, operational risks and WHS matters are effectively identified, managed and monitored.
- Compliance and assurance: Maintaining effective operational systems, manuals and processes, with compliance matters, audit findings and corrective actions appropriately managed.
- Customer and stakeholder service: Promoting a professional and customer-focused approach to airport operations and maintaining positive relationships with passengers, airlines, tenants, airport users and other stakeholders.
- Reporting and improvement: Providing timely advice and reporting to the Airport Chief Executive Officer and promoting continuous improvement in safety, compliance and operational performance.

4. SKILLS AND EXPERIENCE

Essential

- A minimum of 5 years' experience in airport operations, including at least 2 years in a supervisory or team leadership role.
- Strong knowledge of airport operations, regulatory compliance, and Manual of Standards (MOS) Part 139 requirements.
- Required to hold or be able to obtain the following:
 - Aviation Security Identification Card (ASIC).
 - CASA Drug and Alcohol Management Plan Supervisor Certificate;
 - Aerodrome Reporting Officer Accreditation; and
 - Aviation Radiotelephone Operator Certificate of Proficiency.
- Strong communication and interpersonal skills, with the ability to communicate effectively with PLAMA employees and airport stakeholders.
- Sound leadership, problem-solving and judgement, including responding effectively to operational issues, incidents and changing circumstances.
- Current C Class Driver's Licence.

Desirable

- Knowledge of security controlled screened airport operations, including familiarity with relevant Commonwealth aviation regulatory compliance requirements.
- Appropriate qualifications and/or experience in the following:
 - Aviation or Airport Management
 - Business Management
 - Civil Works, including pavement construction and maintenance
 - Procurement, including contractor management

5. WHS REQUIREMENTS & OBLIGATIONS

The Airport Operations Manager is responsible for:

- Providing leadership in maintaining a safe workplace and positive safety culture.
- Ensuring employees, contractors and service providers comply with WHS requirements, safe work practices and PLAMA policies and procedures.
- Ensuring hazards, incidents and near misses are reported, assessed and appropriately managed, including corrective actions.
- Ensuring employees receive appropriate WHS information, training, instruction and supervision.
- Monitoring WHS performance, risks and corrective actions and identifying opportunities for improvement.

6. ORGANISATIONAL RELATIONSHIP

- Reports to the Airport Chief Executive Officer.
- Supervises the Airport Operations Officers.
- Liaises with the Airport Administration Officer.
- Liaises with Lower Eyre Council employees.

7. PERFORMANCE INDICATORS

The following KPIs set out the performance areas against which the Airport Operations Manager will be assessed. KPIs are aligned with the objectives of the role, regulatory and compliance requirements.

Ref	Area	KPI
1.1	Regulatory compliance	No material compliance failures attributable to inadequate operational management; regulatory findings addressed within agreed timeframes.
1.2	Aerodrome inspections	Required inspections and associated records completed in accordance with regulatory and airport requirements.
1.3	Corrective actions	Audit, safety and operational corrective actions completed by their agreed due date, with overdue high-risk actions formally escalated.
1.4	Staff competency	Required operational licences, accreditations and competencies maintained for employees undertaking relevant duties
1.5	Emergency preparedness	Required exercises, tests and reviews completed within scheduled or regulatory timeframes.
1.6	Safety reporting	Reported incidents and hazards investigated and actioned according to risk and agreed timeframes
1.7	Wildlife management	Monitoring, reporting and mitigation activities undertaken in accordance with the Wildlife Management Plan.
1.8	Contractor compliance	Contractors undertaking operational works appropriately inducted and subject to required safety/security controls
1.9	Operational reporting	Agreed monthly/quarterly operational performance reporting provided accurately and on time
1.10	Budget	Operational expenditure actively managed within approved budget, with material variances identified and reported
1.11	Leadership	Effective workforce coverage, performance management, training and development arrangements maintained

I, _____, understand the requirements set out in this
Job Description.

Signature:

Date