



POSITION SPECIFICATION

POSITION TITLE: Deputy Airport Manager

POSITION NO: FT297

RESPONSIBLE TO: Airport Manager

SECTION: AIRPORT

LOCATION: Norfolk Island Airport

SALARY RANGE: AO3 \$34,845.- \$36,900.

HOURS OF WORK: 75 per f/night
plus rostered Safety Officer **OCCUPANT:**

The Administration adopted a new Human Resources Policy in February 2001. Positions are subject to a 7 day spread of hours introduced as a result of that Policy and hours in the future may be rostered dependent on customer and service level needs.

1.0 ESSENTIAL CRITERIA:

GENERIC

- 1.1 Demonstrated ability and personal qualities to work in, and with, a small isolated community

- 1.2 An understanding of the unique culture and heritage of the Norfolk Island community, or a capacity to acquire such knowledge quickly

- 1.3 A demonstrated commitment to effective service delivery to the Norfolk Island community

- 1.4 A Demonstrated understanding of, and commitment to workplace equity & Occupational Health and safety principles and practices

POSITION SPECIFIC

- 1.5 Possess accreditation and certifications required by CASA (or the willingness and capacity to quickly acquire such accreditations and certifications) to perform the duties of an Airport Reporting Officer, Security Officer, Works Safety Officer, Ports Security Officer and UNICOM Operator

- 1.6 Preparedness to work a roster that may include odd hours, spanning any day of the week to ensure the ability to cover both scheduled and delayed aircraft operations.

- 1.7 Possess and demonstrate a high level of administrative ability including a working knowledge of budgetary and other financial controls, computer literacy and a proven ability in preparing reports, plans and programs.

1.8 Commitment to implementing Occupational Health & Safety, Equal Employment Opportunity and ethical conduct requirements to maintain a safe environment for public and employees

1.9 Demonstrated personal attributes including honesty, reliability and confidentiality

1.10 Possess a current motor vehicle license

1.11 Proven experience in managing staff including experience in work planning and implementing staff training programs

1.12 Ability to assist the Airport Manager as directed to ensure the Norfolk Island Airport remains a safe, compliant and profitable Government Business Enterprise

2.0 Desirable Criteria:

2.1 Current first aid certificate.

2.2 Current Norfolk Island Firearms Licence

2.3 Experience in Airport operations and an understanding of the legislation that governs the aviation industry and in particular the operational standards, practices and procedures applicable to the Norfolk Island Airport.

3.0 Major responsibilities of the Position:

3.1 Undertake the duties of the Airport Manager (as required in the APM Position Specifications) in periods of leave or absence of the Airport Manager.

3.2 Ensure effective and regular liaison with other airport stakeholders to identify and resolve operational deficiencies.

3.3 Perform the duties and responsibilities as required of an Aerodrome Reporting Officer, Works Safety Officer, Airport Security officer and Port Security Officer as described in the MOS Part 139, the Norfolk Island Aerodrome Manual, the Airport Security Program and Maritime Security Plan.

3.4 Carry out the role of Flight Services including the accurate transmission of weather and traffic information (UNICOM) as well as the operation of aerodrome lighting.

3.5 Take an active role on airport committees including Emergency Response and Security.

3.6 Supervise the airport maintenance, aviation and port security teams.

3.7 Actively contribute to the financial planning and future business development and operation of the airport.

3.8 Be responsible for the recording and invoicing of all general aviation and military aircraft movements.

3.9 Provide support to the Airport Manager and assist in the development and implementation of airport operational and maintenance plans and aviation and maritime security plans.

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(Job Holder)
(Date)

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(Supervisor)
(Date)