

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Aerodrome Reporting Officer (ARO)	1095
CLASSIFICATION	ANZCO CODE
Band 4	312999
DEPARTMENT	DIVISION
Economic Growth	Operations
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019	Ballarat Airport

Organisational Context

The Ballarat Airport (**Airport**) is a key piece of transport infrastructure servicing the region and plays a vital role for local aviation businesses, aircraft operators and the emergency services. Aerodrome Reporting Officers (ARO), who support the Airport Manager, are responsible for the continuous maintenance of Airport operational safety and integrity.

Position Objectives

- To act under the supervision of the Airport Manager to ensure the ongoing safe operation, compliance and use of the Ballarat Airport in accordance with all applicable laws including the *Civil Aviation Act 1988* (Cth), the *Civil Aviation Safety Regulations* (CASR) Part 139 and industry best practice.
- To assist the Airport Manager in coordinating the operation of Ballarat Airport during the conduct of airside infrastructure works, inspections and maintenance.

Key Responsibility Areas

- The ARO will conduct thorough visual inspections of the Airport each shift to identify and mitigate any hazards that may impact the safety and security of aircraft operations.
- As a minimum, the inspection will involve the following actions, noting the list is not exhaustive:
 - performing checks of the movement areas (runways, taxiways and aprons) for foreign object debris (FOD), pavement surfaces for excess wear and damage, line markings for their condition, grassed areas for excess vegetation growth, visual aids for their correct location and the serviceability of other Airport infrastructure;
 - ensuring runway and taxiway lighting is in working order and light distribution is even;
 - monitoring the Airport perimeter to identify security breaches, condition of fencing and to manage and control wildlife; and
 - reviewing the Obstacle Limitation Surfaces (OLS) that surround the Airport to ensure the approach/take off and transitional surfaces are clear of new, unapproved objects such as masts, cranes, jibs, antennae and trees and that those obstacles that are determined hazards are properly marked and lit.
- The ARO will also be required to complete or supervise routine maintenance on Airport equipment and facilities owned by the City of Ballarat.

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Key Deliverables

- Commitment to maintaining the operational integrity of the Ballarat Airport, including the willingness for short notice deployment and flexibility in the completion of duties.
- Completion of routine and targeted inspections of the Airport and its surrounds to ensure the maintenance of the highest safety and compliance standards for aircraft operations.
- Manage the Airport and airside activities with minimal instruction including the supervision of infrastructure works and carrying out of general maintenance tasks.
- The provision of notice to the duty Airport Manager of circumstances requiring action to notify stakeholders and users of any change in conditions at the Airport or regulatory requirements.
- In the absence of the Airport Manager, the ARO will contact Airservices Australia directly to ascertain whether a NOTAM should be issued in regard to any matter that may have an effect on the safety of aircraft operations.
- Upon the occurrence of an aircraft accident or incident, commence the activation of the Emergency Plan as prescribed in the Aerodrome Manual and notify the duty Airport Manager.

ARO REPORTS TO:	DIRECT REPORTS:
Airport Manager	Contractors as required Other personnel under ARO supervision
ORGANISATIONAL RELATIONSHIPS	
Internal: Airport Manager Airport Commercial Manager Executive Manager, Economic Growth	External: Civil Aviation Safety Authority Airservices Australia Airport users General Public Contactors Other authorities

Accountability and Extent of Authority

- Ensure all aspects of work at the Airport are carried out in a manner that complies with relevant regulatory and safety requirements.
- Conduct timely, relevant and appropriate communications to gain the cooperation and assistance from the Airport stakeholders, contractors, aircraft operators and interested members of the community.

Judgement and Decision Making

- Upon the occurrence of an aircraft accident or incident, commence the activation of the Emergency Plan as prescribed in the Aerodrome Manual.
- Ensure all aspects of work at the Aerodrome are compliant with relevant safety guidelines.
- Ability to make sound judgements and decisions when dealing with matters often of a complex or technical nature, with guidance and support as appropriate.
- Guidance and advice may be available within the time available to make a choice.

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Specialist Skills and Knowledge

- A sound knowledge of the Civil Aviation Safety Regulations and Manual of Standards as they apply to aerodromes and the aircraft operations relevant to Ballarat Airport.
- Capacity to recognise the proper physical characteristics of an aerodrome movement area and the purpose and location of markings, signage and lighting.
- Understand and apply the relevant information included in the En-Route Supplement Australia (ERSA), Aeronautical information Publication (AIP) and NOTAMs.
- Demonstrated competency in aeronautical radio telephony and operator communication techniques.
- An ability to understand the purpose and dimensions of the Airport's Obstacle Limitation Surface (OLS).
- A sound knowledge of the Emergency Plan contained in the Aerodrome Manual.
- A basic understanding of aircraft types and performance, the impacts of weather and environment, such as crosswind on landing performance, and aircraft procedures at a non-controlled aerodrome.

Management Skills

- Ability to manage time, set priorities, plan and organise own work under minimal supervision.
- A commitment to maintaining the safety of all people engaged in activities at the Airport.
- Ability to effectively resolve operational problems and issues.

Interpersonal Skills

- Capability to work in a dynamic environment and to react appropriately to changes in conditions at the Airport.
- Well-developed written and oral communication skills to prepare reports, correspondence, and to articulate advice and information to a range of stakeholders.

Qualifications & Experience:

- Certificate III in Aviation (Aerodrome Operations) *
- Aeronautical Radio Operators Certificate (AROC) *
- Demonstrated experience in providing a high range of safety, security and emergency services in a highly regulated environment
- Experience in airport operations (preferred)
- Current Victorian Drivers Licence

**Training will be provided to preferred candidates who do not hold relevant qualifications*

SELECTION CRITERIA

- Qualifications and experience as listed above
- Ability to evidence or acquire the specialist skills and knowledge
- Capacity to perform the required physical and psychological demands of the role
- Willingness to comply with the Airport's Drug and Alcohol Management Plan (DAMP)
- Satisfactory completion of a Victoria Police check
- An interest in aviation and safety management

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ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this role statement.

Name:

Signature:

Date:

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.