

## TASMANIAN PORTS CORPORATION PTY LTD

### POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Operations Manager - Devonport Airport
<b>REPORTS TO:</b>	General Manager - Devonport Airport
<b>DIVISION:</b>	Operations and Business Improvement
<b>LOCATION:</b>	Devonport Airport
<b>CONDITIONS:</b>	Permanent full-time (Common Law Contract – Grade 1)

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#### PURPOSE OF THE POSITION

To provide leadership and continually improve management of the Devonport Airport's Operations, Safety and Security Compliance and ensure the effective day to day operation and maintenance activities of the Airport are carried out in accordance with all Aviation safety and security regulations and guidelines. The primary function of the Operations Manager Devonport Airport is to lead, plan, direct, and coordinate manage operations, compliance and maintenance of Devonport Airport in accordance with State and Federal rules, regulations and policies to ensure safe, secure and compliance operation.

#### KEY DUTIES

##### Operations

- Assist in the preparation of the Asset Management Plan in order to support agreed levels of service and identify the required levels of capital expenditure.
- Ensure the appropriateness and timeliness of responses to both internal and external customer requests.
- Management of the Airport's operational, regulatory and maintenance requirements.
- Organise and Chair Airport security, safety and operational Committees. This extends to facilitating operational exercises and emergency management drills.
- Continually strive to achieve greater efficiencies and system improvements at the Devonport Airport.
- Liaise with government departments state/local in relation to airport activities.
- Regularly update the General Manager Devonport Airport in respect to regulatory, operational and maintenance activities and act as the General Manager in their absence.
- Schedule and allocate maintenance and operational activities utilising TasPorts systems.
- Provide input into budgets, staffing, project planning, capital works and asset purchase/maintenance.
- On-call for Devonport Airport if required.

##### Compliance

- Ensure that all necessary audits, reports, surveys and inspections are undertaken to ensure compliance with all regulations. And when issues arise, ensure any findings are acted upon and implemented.
  - Participate in annual internal audits and establish such other audit systems or programs as may be necessary to ensure consistent quality and effectiveness.
  - Ensure that airport registers and activity logs (both hard copy and electronic) are maintained along with annual reviews, reports, inspections and surveys.
  - Create, monitor and drive reporting systems to analyse and measure business performance that include customer satisfaction.
  - Liaise and consult with other regional airports, suppliers, airlines, and government agencies to gain knowledge, and improvement ideas to effectively manage ongoing screening processes and security compliance.
  - Ensure all airport employees, contractors and tenancy holders are educated and aware of their safety and compliance obligations.
  - Document controller duties for all Airport regulatory manuals.
  - Respond to and act upon any regulatory correspondence, audits and requests, from various government and non-government agencies; most notably, CASA and CISC.
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## People and Leadership

Building and leading an effective Airport team to provide safe, efficient and customer focused services. Team KPIs will include:

- Health, safety and security compliance.
- Alignment of team on corporate and divisional plans and ensuring effective intra-divisional and cross-team communication and mutual support.
- Managing the work performances of direct reports and service providers as measured through KPIs and individual performance targets.
- Establishing customer service measures and monitoring performance.
- Schedule and Manage all Airport Operations & Maintenance Officer employees and contractors.
- Assist in the training and development of employees.
- Undertake Airport Operations and Maintenance Officer (AOMO) duties when required, trained and qualified. For example, covering planned leave which may involve shift work.

## Strategic

- Assist the General Manager with the delivery of the Devonport Airport Master Plan.
- Under the direction of the General Manager, identify strategies for the ongoing commercial growth and develop of Devonport Airport. Including opportunities for cost savings and revenue growth together with suitable funding sources.

## Other

- Represent the Devonport Airport at industry and government conferences/meetings as required.
- Perform other duties as required in accordance with qualifications and competence.

## LEVEL OF RESPONSIBILITY / ACCOUNTABILITY

Reporting directly to the General Manager Devonport Airport the incumbent will be subject to minimal supervision. The role operates at an experienced level and incorporates sufficient scope to prioritise and plan work activities to achieve defined goals. The incumbent is responsible for leading and managing the performance of the employees and contractors under their supervision. The incumbent is expected to use discretion and initiative in performing tasks and is responsible for ensuring full compliance with all safety and security regulations and guidelines.

### **TasPorts Health, Safety and Environment Responsibility and Authority**

Refer to Sections 4.6 and 4.7 of the *TasPorts HSE Responsibility and Authority Procedure*

### **Supervisory Responsibility**

Direct reports: 4

Indirect reports: 0

Other stakeholders: Devonport Airport contractors such as the security and cleaning service providers

## KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)

1. Good Understanding of the Aviation Transport Security Act 2004, Aviation Transport Security Regulations 2005, Civil Aviation Safety regulations 1988 pt 139, Manual of standards pt 139, ICAO Annexure 14 & 17.
2. Proven technical background and experience in Airport Reporting Officer experience with significant exposure to airport operations and maintenance works.
3. Knowledge of and the ability to interpret and implement regulatory requirements as they pertain to a Certified Aerodrome and Security Controlled Airport.
4. Demonstrated relevant business management experience at a senior level, including higher developed leadership, communication, and negotiation skills with and the ability to work concurrently.
5. Asset management experience.
6. Sound Strong interpersonal and conflict resolution skills with demonstrated experience in the effective supervision of staff including planning, scheduling, coordination, monitoring, resource allocation and administration.
7. Proven ability to problem-solve and identify appropriate solutions.

8. Highly developed verbal and written communication skills with the ability to liaise with a wide range of both internal and external stakeholders
9. Demonstrated good level of IT skills with the ability to use Microsoft Office software.
10. Demonstrated working knowledge of health, safety and environment risks and hazards and commitment to safe operating procedures.

## QUALIFICATIONS

### *Essential*

- Tasmanian Firearm licence or the ability to gain
- Current Tasmanian Class C drivers licence
- Ability to acquire and maintain a current Aviation Security Identification Card (ASIC) and Maritime Security Identification Card (MSIC)
- Current unrestricted Tasmanian drivers licence or legal equivalent, or ability to acquire

### *Desirable*

- Aerodrome Reporting Officer certificate of competency
- Certificate II in Security operations
- Relevant qualification in aviation, business, management or other related discipline
- Aviation Radio Operators certificate
- Relevant compliance and safety related training
- Provide First Aid Certificate
- Fire Warden training

*This position is required to work indoors and outdoors, in public and non-public areas as part of the role. Thus, a reasonable level of fitness, manoeuvrability, and good manual handling techniques are inherent requirements of the role.*