

## POSITION DESCRIPTION

<b>Position Title:</b> Airport Reporting Officer	<b>Position Number:</b> AIR-8
<b>Department:</b> Corporate and Commercial - Airport	<b>Accountable to:</b> Manager Airport
<b>Level and Step:</b>	<b>Salary Range:</b>
<b>Responsible for the supervision of:</b> No direct/indirect supervisory responsibilities	



<b>Primary purpose of the position</b>	Responsible for the operational care and maintenance of the Kalgoorlie-Boulder Airport terminal.
<b>Key accountabilities</b>	<ol style="list-style-type: none"> <li>1. Responsible for ensuring that the terminal building and its landside and airside surrounds are maintained in a clean and tidy condition;</li> <li>2. Responsible for the control of appropriate airside access by authorised personnel including contractors, aircrew and their passengers, subject to compliance with the relevant aviation security legislation, including the issue of Visitor Identification Cards (VICs) and providing assistance with the assessment and issue of Aviation Security Identification Cards (ASICs);</li> <li>3. Knowledge with the Aviation Transport Security Act, 2004, the Aviation Transport Security Regulations 2005, the Kalgoorlie-Boulder Airport's Aerodrome Manual, its Safety Management System and the Transport Security Program;</li> <li>4. Responsible for assisting with computer recording and compilation of aircraft movement data records;</li> <li>5. Providing surveillance over car parking and advice/directions to drivers with respect to compliance with road signs and rules for the operation of the airport's CCTV system;</li> <li>6. Adhere to all City of Kalgoorlie-Boulder policies and procedures, and ensure personal safety at work and that of others;</li> <li>7. Other accountabilities and responsibilities as directed by the Manager Airport and/or Airport Supervisor.</li> </ol>
<b>Judgement &amp; decision making</b>	<ol style="list-style-type: none"> <li>1. Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.</li> <li>2. Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor.</li> <li>3. Apply legislation and Council policy direction to decision-making with guidance from the supervisor.</li> <li>4. Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.</li> <li>5. Apply knowledge and skills to ensure consistent quality outcomes.</li> </ol>
<b>Outcomes / Key Performance Indicators (KPI's)</b>	<ol style="list-style-type: none"> <li>1. External audits of the facilities during the period are to have zero safety alerts or significant safety/security findings.</li> <li>2. Equipment pre-starts are to be conducted before the use of any CKB vehicle or equipment.</li> <li>3. Team is to agree a works plan for each month and all tasks are to be completed in accordance with the plan.</li> <li>4. Identified OH&amp;S safety issues are to be addressed within 1 day of being notified.</li> <li>5. Identified customer service issues are to be addressed within 1 day of being notified.</li> </ol>
<b>Skills, knowledge &amp; capacity</b>	<ol style="list-style-type: none"> <li>1. Literacy level sufficient to enable keeping of audit records and the preparation of reports;</li> <li>2. Working knowledge of safe work practices relating to cleaning chemicals;</li> <li>3. Satisfactory computer literacy and competence with Microsoft Word and Excel;</li> <li>4. A current satisfactory National Police Clearance or be the holder or eligible to hold an Australia-wide AusCheck Aviation Security Identification Card (ASIC);</li> </ol>

	5.Current First Aid Certificate; 6.Current satisfactory National Police Clearance; 7.Current WA “C” Class manual driver’s licence.	
<b>City of Kalgoorlie-Boulder Values</b>	<b>Support</b>	We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.
	<b>Respect</b>	We will treat our team members and our community with mutual respect and understanding.
	<b>Fun</b>	We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.
	<b>Recognise</b>	We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.
	<b>Connect</b>	We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.

**POSITION DESCRIPTION AGREEMENT**

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name (please print): \_\_\_\_\_ Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Position COA number/s : 1206012