

Position Description

Position Title	Airport Security & Compliance Coordinator	
Work Unit	Operations Department	
Position Number	A5220	
Responsible To	Manager Operations – ASA&TC	
Staff Supervised	Nil	
Designation	Permanent	
Last Reviewed	May 2018	

Primary Objective

To support the Alice Springs and Tennant Creek Airports teams in Airside Safety, Security and HSE (health, safety & environment) by providing day-to-day high quality, effective and efficient regulatory compliance solutions.

To assist in meeting and maintaining compliance with regulatory bodies such as CASA, Transport Security and NT Worksafe with technical assistance from Darwin.

To actively seek continuous improvement initiatives and develop contingency plans.

Key Responsibilities

Area	Responsibilities
Operations	<ul style="list-style-type: none"> Understand and implement operational, security and environmental procedures and requirements for airside and terminal operations in accordance with company and regulatory requirements to ensure that aviation, safety and environmental risks are managed in line with company objectives. Respond to Aerodrome and Terminal emergencies in accordance with the Aerodrome Emergency Plan, the Transport Security Program, and the Terminal Evacuation Plan and other relevant publications. Monitor, report and follow up on airport activities including aerodrome serviceability, breaches of regulations, standards and NTAPL procedures. Assist with the implementation and continuous development of the Aviation Safety Management System including safety investigation, safety promotion, safety quality assurance and also risk management. Assist with the editing and updating of the Aerodrome suite of manuals including the Aerodrome Operations Manual, Aerodrome Emergency Manual, Wildlife Hazard Management Plan etc.
Security – with DIA assistance	<ul style="list-style-type: none"> Coordinate and deliver, on behalf of the Security Department, the day to day contracted security service provider to ensure it complies with commercial, regulatory standards and agreed service level agreements and standards. Maintain accurate collection of data and preparation of security related reports. Assist with the issue of Aviation Security Identification Cards (ASICs), Visitor and Temporary visitor's passes for ASA when required. Assist in the development, implementation and maintenance of security related procedures and training. Oversee and monitor the day to day activities of the airport security key systems. Contribute to the design and implementation of project related security strategies, security policies/standards and establish a clear course of action for their implementation and review. Contribute to the development, review and implementation of Standard Operating Procedures that are clear, concise and compliant with relevant

	<ul style="list-style-type: none"> legislation and regulations. Assist in developing contingencies to maintain security operations in the event of equipment failure, immediate security threats, and any increase in the aviation security threat level. Coordinate the monitoring and reporting on contract compliance and deliverables, including monitoring and assessing Key Performance Indicators and conducting external audits. Provide security guidance to staff and stakeholders. Represent NTAPL at meetings, presentations, workshops and act as a Point of Contact for security related matters. Liaise directly with numerous government agencies and departments and provide assistance and direction where required. Maintain and control the CCTV system and associated access privilege.
HSE – with DIA assistance	<ul style="list-style-type: none"> Co-ordinate the HSE function across ASA/TCA to ensure obligations are met in order to achieve a safe working environment, standards and legislation requirements. Conduct or coordinate relevant training to staff to ensure that they are appropriately aware with all corporate and legislative HSE requirements. Conduct or assist in investigations as required. Promote the general wellbeing of ASA and TCA staff and stakeholders through the Gateway to Health Program.
Regulatory Compliance	<ul style="list-style-type: none"> In consultation with Manager Operations, NT Airports Security Manager, WHS Advisor & Environment Manager, develop, standardise and maintain document control in relation to manuals, KPI's, SOP's, statistics, reports including updating, collating and distribution of amendments.
Stakeholder Relationship	<ul style="list-style-type: none"> Develop and maintain positive relationships with key customers and stakeholders (internal and external) to maximize customer service needs related to ASA outcomes and represent Northern Territory Airports Pty Ltd interests in general.
NTAPL	<ul style="list-style-type: none"> This position is a SSAA (Safety Sensitive Aviation Activity). Comply with the ADG DAMP program. Adhere to the Northern Territory Airports Pty Ltd values at all times.

Selection Criteria

Essential

- Demonstrated knowledge and understanding of legislation and compliance requirements and its practical application.
- Decisive and self-starting attitude with energy and motivation to be effective in a very demanding environment.
- Demonstrated practical experience using the Microsoft Suite of products including Excel and Word.
- Sound relationship building skills.
- Excellent oral and written communication skills.
- Excellent level of organisational skills.
- High degree of initiative and attention to detail.
- Current NT driver's license or ability to obtain a license.
- Eligibility to hold an Aviation Security Identification Card and pass an Australian Federal Police Check.
- Ability to gain an Apply First Aid certificate.
- Ability to gain a CASA Radio Operators Certificate of Proficiency.
- Ability to gain a CASA DAMP Supervisor certificate.

Desirable

- Diploma or post-graduate qualification in a relevant field or demonstrated experience in a regulatory role.
- Demonstrated knowledge and extensive experience in the application of CASA and Department of Infrastructure (Office of Transport Security) Regulations and relevant Australian aviation legislation.
- A broad understanding of airport and airline operations.
- Experience and/or training in a security related field.

Key Performance Indicators

- Have an understanding of CASA and OTS Regulations and company documentation relevant to the position to ensure compliance during regulatory audits.
- Conduct HSE observation reports for both ASA&TC as required.
- Meet deadlines for reporting and updating documents.
- Build effective relationships with stakeholders.

Approval

Chief Executive Officer

Note: This Position Description is only a general guide to the requirements of the position, which is not limited to the responsibilities listed here. This Position Description will be revised and altered as required to meet the needs of the business.