

Position Details	
Position Title	Airport Reporting Officer
Employment Type	Full-time
Location	Thursday Island
Minimum Award/Classification	Torres Shire Council Certified Agreement 2022 QLGIA (Stream A) Division 2, Section 1 - Level 2
Maximum Award / Classification	Torres Shire Council Certified Agreement 2022 QLGIA (Stream A) Division 2, Section 1 - Level 2.4
Roster Pattern	19-day month (38 hours per week)
Position Summary	Airport Reporting Officer (ARO) Salary Range: \$69,152.20 - \$73,881.08 Location: Horn Island (accommodation NOT provided) Close Date: until filled To ensure the safe and efficient operation of the aerodrome in accordance with Civil Aviation Regulations, including MOS Part 139. The role involves performing aerodrome inspections, processing NOTAMs, supervising airport works and ensuring compliance with operational procedures. The position requires a highly skilled professional who can work both autonomously and collaboratively within a busy airport environment. For a complete list of key duties, responsibilities, and selection criteria, please download the position description for this role from Council's website. In return, we offer the following benefits: • A supportive team environment • A 19-day working month • Six (6) weeks of annual leave • A 12% superannuation contribution • Annual leave loading • Locality Allowance • Remote Area Allowance • Subsidised health and well-being memberships (gym/swimming pool) • Ongoing opportunities for learning and development To be eligible to apply for a position at Torres Shire Council, you must fulfil one of the following criteria: • Be a permanent resident of Australia • Be an Australian citizen • Have an entitlement to work visa Note: Torres Shire Council encourages applications from Aboriginal and Torres Strait Islander people. Address your application to the <i>Human Resources Manager</i> and email to employment@torres.qld.gov.au. Please ensure your application includes the following: • A copy of your résumé • A cover letter addressing the key selection criteria
How to apply	

Selection Criteria	Please address the following selection criteria in your application. <u>Note: Applications not addressing the full selection criteria will not be considered.</u> 1. Demonstrated ability to work as a proactive and reliable team member in a busy operational environment, with the capacity to work effectively both independently and collaboratively. 2. Holds current accreditation as an Airport Reporting Officer (ARO) or demonstrates the willingness and capacity to successfully obtain ARO accreditation within an agreed timeframe. 3. Demonstrated understanding of, or ability to comply with, relevant aviation regulatory requirements, including holding or being willing to obtain a CASA-approved radio proficiency certificate, and the ability to communicate effectively using aviation radio procedures. [DH2.1] 4. Demonstrated experience in, or willingness to learn, the conduct of aerodrome inspections in accordance with regulatory and operational requirements, including the accurate and timely processing of NOTAMs and the supervision of works on the movement area, such as Mobile Works Party (MOWP) operations. 5. Previous experience in airport operations or a related operational environment is desirable; however, applicants with transferable skills and a demonstrated capacity to learn aviation operations will also be considered. Experience within a Local Government environment is advantageous. 6. Demonstrated ability to plan and prioritise work tasks, meet deadlines, and achieve operational objectives in a dynamic and sometimes high-pressure work environment. 7. Well-developed written and verbal communication skills, with the ability to build effective working relationships, liaise with internal and external stakeholders, and contribute positively within a team environment. 8. Willingness to follow all lawful instructions from supervisor and manager
Pre-Employment Assessment	As part of the selection process, applicants may be required to undertake some or all the following pre-employment assessments/checks: • Pre-employment medical, which will include a functional capacity assessment and may include a drug and alcohol test • National police/criminal history check • Numeracy and literacy assessment • <i>Right to Work in Australia</i> check
Contact Person	Torres Shire Council Human Resource Manager
Contact Number	0428 521 168
Contact Email	employment@torres.qld.gov.au
Closing Date	Until Filled Please ensure your application is submitted before this time as we do not accept late applications.